

# Exhibit 7

# Events Manager - Job Description

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## Job Responsibilities:

- Develop a schedule of events designed to engage the public with Alchemy Kitchen, showcase businesses, and further develop the Alchemy Kitchen brand
- Work with Executive Director to develop fundraising goals
- Take the lead on planning and carrying out the scheduled events including preparing budgets, sourcing and negotiating with vendors, setting up and communicating timelines, and coordinating all event operations
- Lead promotional activities for events
- Work with Alchemy Kitchen businesses to be featured at events
- Work with the Mercado on events that provide cross-pollinating exposure for Alchemy Kitchen and the Mercado
- Analyze events effectiveness and report to Executive Director

## Minimum Requirements:

- Proficient reading, writing and speaking in English
- At least one year prior experience working in events management
- At least one year prior experience in a supervisory position
- Proficient with general computer skills and MS Word, Excel and Publisher
- Detail oriented and highly organized
- Reliable verifiable transportation
- Familiarity with the Sacramento Promise Zone (its geography, demographic, community concerns and social service providers)