JOB DESCRIPTION
CITY LEAD - SAN FRANCISCO
Draft as of May 14 2025

About ‘the feels’ + the Center for Better Relating

Center for Better Relating, Inc exists to advance - you guessed it - better relating. Our flagship offering, ‘the feels’ is an IRL singles event that fuses spirituality + psychology + wellness + community.

‘The feels’ currently has a presence in NYC, DC, LA + SF, and Philly.

We value integrity, empathy + a culture of care.

Background

‘The feels’ has been in operation since 2022; we seek to establish City Leads in all markets except NYC.

City Leads that will sit atop ‘the feels’ in their city, responsible for the smooth production + execution of each event.

In addition, City Leads will define ‘the feels’ presence in their city; this may include Q&As, live event-based partnerships with like-minded orgs, informal meet ups, and more.

City Leads will function not only as representatives, but as entrepreneurs - identifying what the feels community in their city needs, and delivering it.

In SF, our demand and community is already strong; we've hosted 5x so far. We're also looking to establish a permanent and stable venue relationship, production team,and build deep partnerships.

Duties

Strategy + Design

- Identify the needs of the community and create a strategy for bringing CBR vision to life based on needs + geographic context;
- Design experiences that meet the community's needs;

Partnerships

- Create local partnerships with values aligned orgs;
- Manage relationships, ensure partners feel valued and appreciated;
- Manage + maintain info management systems designed to track engagement.

HR + Admin

- Onboard to our Event Management System + utilize the system;
- Participate in weekly calls w the HQ team;
- Work with the HQ team to finalize event slate for the upcoming quarter and then ensure each event is staff'd;
- As needed, work with City Manager to hire + screen producers;
- Work w HQ to ensure local team feels connected + appreciated.

Sales

- Work with HQ Team to ensure 'feels' events in your market sell out;
- As needed, participate in outreach + engagement at the request of the HQ team;

- Remain in close contact with the HQ team in the days leading up to every ‘feels’ to ensure ticket sales on track.

Event Management

- Plan to arrive at the venue by the time specified on the Event Bible. (Nearly) all events start at 6:30 and end at 9:30; a typical call time is 4:00pm, and we’re usually out of the space by 1030pm.

- Before each event, you will create an event-specific Event Bible, which will give the producers and remote office team key details such as when to arrive, address, headcount and venue information;

- Before each event, you’ll do a check in on inventory to ensure items like plates + napkins + drinks are fully stocked;

- During each event, lead in the set-up and breakdown of the space, including AV and food and beverage.

Ongoing

- As needed, work with leadership to ensure beverage inventory is maintained;
- As needed, manage relationships with venues, suppliers, storage facilities, etc;

<u>Hours + Compensation</u>

In the first 6 months:

- $30 per hourly

Anticipated hours:

- 5-10 per week on non-event weeks + 12 - 15 during event weeks.

We ask that you track your hours via our time tracking software + submit invoices on a monthly basis.

To Apply

Please send a resume + cover letter to werk@catchthefeels.co; in the subject line, please indicate which role you are applying for + what city you're in.

In the cover letter, please address:

- Why this role is the right fit for you;
- How your values align w ours.
