



Administration and Events Content Coordinator

Reports To: Director of Administration & Events

Employment Status: Full time, hourly, Non-Exempt

Founded in 1920, the Salesmanship Club of Dallas is a nonprofit service organization of over 600 business leaders dedicated to building and repairing social and emotional health for children through the programs of Momentous Institute. The Salesmanship Club of Dallas has hosted the AT&T Byron Nelson golf tournament for over 50 years. The tournament has raised \$172.5 million for Momentous Institute since 1968. Each year, Momentous Institute directly served 5,000 children and family members through its nationally acclaimed Momentous School, innovative therapeutic services, and research and training. With an emphasis on innovation, collaboration and training, Salesmanship Club offer a truly dynamic work environment.

Job/Role Description:

The Administration and Events Content Coordinator is responsible for overseeing the internal communication efforts of the Salesmanship Club of Dallas by planning, proposing, creating, and overseeing content that informs, connects, and engages Club membership, staff, and volunteers.

Specific Projects and Responsibilities:

- In collaboration with the Director of Administration & Events, lead execution of internal communications content and output that is delivered within the organization, including Salesmanship Club members, tournament volunteers and staff by planning, proposing, creating, improving, and maintaining content to achieve our organizational communication goals.
- Assist Bulletin Editor with weekly bulletin design/content/ and mailing of bulletin
- Project coordinator for the yearly Club roster- includes design, content, printing and distribution
- Publish timely organization information, such as emails, newsletters, event speaking points, weekly luncheons, apps, website content updates and other organizational directives, ensuring communication strategy is consistent and reflects the organization's strategic vision.
- Prepare strategic timeline and calendar for communication plan for Salesmanship Club of Dallas and volunteer events, newsletters, apps, and weekly luncheons.
- Edit, proofread, and design internal publications maintaining communication standards aligned to brand guidelines and for further approvals by directors.
- Stay up to date with developments in the organization and generate relevant content to draw Club members, staff, and volunteers' attention; spotlighting partners, sponsors, vendors, volunteers and other relationships that display moments to celebrate.
- Responsible for audio visual setup and execution, PowerPoints and photography need at Club luncheon and Club events.
- Write speaking points for Club leadership.
- Collaborate with communication departments to coordinate media training with Club leadership.
- Assist with additional projects or other duties as required or requested.

Requirements and Qualifications:

This position requires the following personal and professional qualities/capabilities:

- High school diploma required; college degree preferred
- Expertise in project management and marketing

- Experience with graphic design software and tools
- Flexibility to deal with unanticipated projects that have tight turnaround times
- Demonstrated commitment to working as part of a team including the ability to develop collaborative relationships with a wide variety of stakeholders, both in-house and external agencies.
- Willingness to listen to feedback from others and find the best ways to incorporate diverse and sometimes conflicting input

Physical Demands:

- Requires to constantly communicate with others to exchange information.
- Requires the ability to assess the accuracy, neatness and thoroughness of the work assigned.
- Requires the ability to occasionally lift and moving objects up to 20 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.

Desired personal qualities: integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

Please send letter of interest and resume to:

Missy Wilson

Director of Administration & Events

mwilson@salesmanshipclub.org

www.scdallas.org

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.