



HOSTS THE



WHICH BENEFITS



Administration & Events 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 Coordinator position takes place in the Salesmanship Club office located near downtown Dallas, Texas. This is a **full-time position**, with some overtime and weekend work required. This coordinator position primarily supports the Director of Administration and Events with various staff members in areas related to the Salesmanship Club and the AT&T Byron Nelson. The position will support staff members with:

Responsibilities:

Club Support

- Coordinate all logistics for Thursday Luncheons. Includes - speakers, agendas, catering, and set-up.
- Coordinate special events such as Installation Dinner, Wrapping Party, and PBM.
- Set-up meeting rooms and clean-up/restock room after meeting.
- Track club member participation and track RSVPs for events.
- Coordinator will support mailings to the membership.
- Support various Club committees including agendas, minutes and information needed.
- Responsible for maintaining Digital Cheetah membership database with current events/participation and club member contact information.
- Assist club members with Digital Cheetah database.
- Coordinator will also input Club member invoicing for events.
- Assist as back-up for weekly Bulletin.
- Assist as back-up with club member email notifications.
- Assist with additional projects as needed.

Volunteer Administration

- Responsible to assist with maintaining the volunteer database, attend meetings with volunteer chairs, and assist with volunteer orientations.
- During tournament time, coordinator will assist with set-up of the Volunteer Center, general support for volunteers, and handle social media for volunteer Twitter account.
- Responsible for coordinating catering for volunteer meals.

Filing

- Coordinator will help maintain the club member files by filing participation reports and any related documents to the proper files.

Characteristics of Ideal Candidates

- Candidates should be detail-oriented, able to handle multiple projects, able to prioritize their time and be comfortable working in a team environment.
- Experience with Microsoft Word and Excel and strong organizational skills are a must.
- Excellent oral and written communication skills are important due to the significant number of phone calls and questions required to handle.
- *Knowledge about the game of golf is not required.*

Required Education and Experience

- High school diploma required; college degree preferred
- Two year of office/clerical support experience.

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.