



## **JOB DESCRIPTION**

**TITLE:** Events Assistant

**DATE:** January 2023

**DEPARTMENT:** Events

**SUPERVISOR:** Director of National Events

**FLSA Classification:** Non-Exempt

**SUMMARY:** The Events Assistant plays an important role in the Scholarship Foundation's success by providing coordination, communications, and administrative support to the Events team towards the successful execution of established organization, brand, and development, and operational goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide support, manage projects, and assist in the daily operations of the Events Department.
- Maintain all departmental trackers to include the Master Events Calendar, Administrative Calendar, Communications Calendar, and Scholarship Request Tracker with all relevant event information
- Maintain appropriate records and regularly update actions and notes in Raiser's Edge to include event communications, volunteer lists, event attendee information, and participant speeches
- Builds working relationships and serves as a liaison between the Alexandria office and volunteer leadership for 30+ annual fundraising events
- Works closely with event committee chairpersons and Director National Events to coordinate budgetary, marketing, and logistical requirements for events
- Assists with strategic thank you emails and notes from the Events Department to volunteers and donors
- Acts as a liaison between the Events and Data Operations Departments to follow up on all data questions directly with event chairs and donors, including but not limited to confirming the names of all scholarships created through events and that donations are categorized correctly in the database
- Works with committees and Scholarship Foundation staff to ensure accurate distribution of event registration, revenue, and financial reports
- Trains volunteers on day-of event fund processing software and manages process at the event, including returning funds to national office
- Ensures event proceeds are posted correctly for scholarship agreements

- In coordination with the Associated Director of National Events and Events Manager, identifies potential student speakers for events and works with committees to secure student attendance and train student speakers
- Assists with all event websites to ensure that accurate and timely information is posted online to allow event donors to register and donate to events
- Collaborates with Scholarship Foundation and volunteer leadership to establish an effective volunteer outreach, coordination, and recognition program to include stewardship of volunteers at all levels
- Assists with internally planned Scholarship Foundation events
- Manages all event shipments to and from events, in coordination with the Events staff
- Manage inventory of event signage and gifts that are stored in- and out-of-house
- Performs other duties as assigned

**EDUCATION AND/OR EXPERIENCE:**

- Associate's or bachelor's degree
- 1-3 years' experience in non-profits, event planning, volunteer management, development and communication
- Experience working in a non-profit or exposure to development/fundraising preferred
- Extensive experience using Microsoft Office 365 including Teams, Outlook, Word, Excel and PowerPoint
- Experience using a database to store and extract data (Raiser's Edge preferred)
- Project based work experience a plus

**REQUIRED SKILLS AND ABILITIES:**

- Must possess a passion for the mission of the Marine Corps Scholarship Foundation
- Outstanding written communication skills and strong verbal skills
- Excellent project management and time management skills
- Strong interpersonal skills and professional demeanor
- Ability to work well in a fast-paced team environment

**WORKING CONDITIONS:**

- Working conditions are in a standard office environment
- Duties require occasional lifting/carrying items (up to 35 lbs.), pulling/pushing items, stooping, kneeling and crouching
- Limited travel will occur with this position; approximately 2-3 days per quarter