



## POSITION DESCRIPTION

**TITLE:** Events Assistant

**DATE:** July 2024

**DEPARTMENT:** Events

**SUPERVISOR:** Senior Events Manager

**FLSA Classification:** Non-Exempt

### SUMMARY

The Events Assistant provides essential administrative support for the Marine Corps Scholarship Foundation's Events Department, ensuring the successful execution of over 30 annual events nationwide. For over 60 years the Marine Corps Scholarship Foundation has been Honoring Marines by Educating Their Children, providing higher education scholarships to children of Marines across all 50 US states and overseas. We seek a proactive, organized, and detail-oriented individual to assist the Department in executing event plans and contributing to the overall fundraising success of the Scholarship Foundation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support daily operations and task management for an Events Department that executes 30+ annual events, including answering phone calls and responding to and resolving administrative inquiries.
- Maintain departmental tracking sheets with relevant information.
- Schedule meetings, prepare agendas, and distribute minutes and meeting materials.
- Coordinate travel and prepare itinerary documents for event participants, including MCSF staff.
- Manage collateral shipments for each event and maintain inventory of event signage, décor, and gifts.
- Update and maintain event web pages to ensure accurate and timely information is posted.
- Draft and track thank you notes to volunteers, donors, and program participants.
- Update records in the Foundation's CRM database, including event communications, volunteer lists, attendee information, and participant speeches.
- Build working relationships and serve as a liaison between the Scholarship Foundation and volunteer leadership for annual events. Collaborate with Scholarship Foundation and volunteer leadership on volunteer outreach, coordination, and recognition.
- Identify and coach scholarship recipient speakers and scholar participants for events in coordination with the Scholarship Department.
- Contribute to the overall success of MCSF's mission and vision by performing other duties as assigned.

### EDUCATION AND/OR EXPERIENCE

- 1-3 years of experience in event planning, volunteer management, or administrative support role.
- Associate degree required, Bachelor's degree preferred, or an equivalent combination of education and relevant work experience in event planning.
- Prior experience in a similar role preferred.
- Experience with and exposure to the Marine Corps, military service, and/or working with veteran families a plus.

### REQUIRED SKILLS AND ABILITIES

- Strong creative writing, copywriting, and copyediting skills
- Commitment to the Scholarship Foundation's mission and to reflecting core values of teamwork, trust, integrity, and drive in relationships with colleagues and partners.
- Flexible thinking and proactive problem-solving skills, with an ability to anticipate needs.
- Strong ability to work with a high degree of autonomy, taking initiative, and being proactive.
- Capacity to manage multiple projects simultaneously and prioritize tasks effectively with a high degree of autonomy in a fast-paced, dynamic work environment.
- Ability to exercise sound judgment about controversial and/or culturally sensitive subjects.
- Excellent customer service, interpersonal skills, and written and verbal communication skills, with proficiency in communicating with diverse audiences.
- Proficiency in using Microsoft 365/Suite applications.

#### **WORKING CONDITIONS**

- Working conditions are normal for an office environment.
- Position located in Alexandria, VA; reimbursement of relocation expenses not offered.
- Duties require occasional lifting/carrying items (up to 35 lbs.), pulling/pushing items, stooping, kneeling, and crouching.
- Position is eligible to participate in hybrid telework policy after on-boarding period, with up to two telework days per week.
- Must be able to work outside normal working hours (evenings and weekends) as needed to accomplish the Foundation's mission, with some work-related travel 2-3 times per quarter.