



## Administration and Events Content Coordinator

**Reports To:** Director of Administration & Events

**Employment Status:** Full time, Non-Exempt

Founded in 1920, [Salesmanship Club of Dallas](#) unites its more than 650 members to strengthen the mental health of children and families. Salesmanship Club owns and operates both [Momentous Institute](#) and its chief fundraiser, [THE CJ CUP Byron Nelson](#), a PGA TOUR tournament. Each year, Momentous Institute directly serves over 5,000 children and families through its nationally acclaimed Momentous School, innovative mental health services, and research and training. With an emphasis on innovation, collaboration and training, Salesmanship Club offers a truly dynamic work environment.

### The Role:

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.

### 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 needs 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:

- 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.
- Required to constantly communicate with others to exchange information.
- Requires the ability to assess the accuracy, neatness and thoroughness of the work assigned.

**Physical Demands:**

- Ability to occasionally lift and move objects up to 20 pounds.
- Ability to remain 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.

**The ideal candidate will exhibit the following core values:**

Collaboration, Commitment, Excellence, Service, Respectfulness

**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](mailto:mwilson@salesmanshipclub.org)

[www.scdallas.org](http://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 based on 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.

## Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation