

Coast Guard Mutual Assistance Special Event Coordinator Job Description

Job Title: Special Event Coordinator

Reports To: Chief Development Officer

Status: Seasonal Part Time, July 2024 to January 2025. 15-20 hours/week, plus special event attendance

Location: Remote work with in-person attendance of CGMA Invitational in Myrtle Beach, SC required.

Salary: \$25-\$35 per hour

Position Summary:

Coast Guard Mutual Assistance is the official relief society of the U.S. Coast Guard. CGMA has an immediate opening for a seasonal Special Event Coordinator. The Special Event Coordinator will be the team lead for the planning and execution of the 2024 CGMA Invitational and support of other special events as assigned.

Core Competencies:

- Communication: effective and timely oral and written communication
- Teamwork: works well with others, contributes to a positive team environment
- Service: provides exceptional service to volunteers, donors, and clients
- Initiative: Problem solver who works independently
- Accountability: reliable and inspires trust in others
- Detail-Oriented: meticulous attention to detail and accuracy
- Self-Starter: proactive and takes initiative without needing direction
- Multitasking: able to juggle multiple priorities easily

Principal Duties and Responsibilities:

- **Event Planning and Execution:**
 - Plan and coordinate the four-day golf tournament from start to finish.
 - Develop a detailed project plan outlining tasks, timelines, and resources required.
 - Develop and manage the event budget, ensuring all expenses are tracked and remain within the allocated funds.
 - Manage event logistics including venue selection, vendor negotiations, equipment rental, and day-of-event coordination.
 - Arrange for food and beverage services, transportation, and accommodations as needed.
 - Ensure all necessary permits, licenses, and insurance are in place.
 - Manage the volunteer planning committee including training, tasking and leading regular meetings
- **Fundraising:**
 - Develop and implement fundraising strategies to meet financial goals for the golf tournament.
 - Identify and cultivate relationships with potential sponsors, donors, and partners.
 - Create and manage sponsorship packages, ensuring delivery of all sponsor benefits.
 - Track donations and manage acknowledgments and receipts.
 - Organize additional fundraising activities during the tournament, such as auctions, raffles, and contests.

- **Registration and Participant Management:**
 - Oversee the registration process, ensuring a smooth and user-friendly experience for participants.
 - Maintain accurate records of participant information and manage communications.
 - Coordinate participant materials, including welcome packets and other event-related items.
- **Communications:**
 - Develop and execute a comprehensive marketing and communication plan for the event.
 - Create promotional materials such as flyers, social media posts, and email newsletters.
 - Manage event-related inquiries and provide excellent customer service to participants and sponsors.
- **Post-Event Activities:**
 - Conduct post-event evaluations and provide detailed reports on event outcomes.
 - Send thank-you notes and follow-up communications to participants, sponsors, and volunteers.
 - Analyze feedback and suggest improvements for future events.
- **Additional Event Support:**
 - Provide support for other special events as assigned by the Chief Development Officer.
 - Assist with event setup, execution, and teardown as needed.
 - Perform other duties related to event planning and fundraising as required.

Compensation:

This is a part-time, seasonal position that can be performed remotely. Benefits are not included. In person attendance the week of the CGMA Invitational Tournament is required (November 11-17, 2024). Additional travel may be required. Period of employment July 1, 2024 through January 15, 2025.

Qualifications:

- At least 3+ years' experience coordinating fundraising, community or golf tournament events
- Passion for customer service and supporting the Coast Guard Community
- Goal oriented individual with proven ability to meet deadlines and work independently
- Strong analytical and reasoning skills
- Demonstrated attention to detail and good organizational skills
- Outgoing with strong interpersonal skills and ability to get along with diverse individuals
- Experience working with CRM databases (Salesforce experience a plus)
- Proficient in Microsoft Office Suite
- Flexible attitude, up-beat and with a good sense of humor, team player, ability to work with a diverse staff and volunteer team
- Ability to make frequent daily trips on stairs and lift 20-30 lbs.
- Available for weekend and evening work
- Availability to travel to Myrtle Beach South Carolina the week of the CGMA Invitational Tournament
- Knowledge of U.S. Coast Guard preferred

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At CGMA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role and passionate about helping the Coast Guard community but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.