

Job Title: Special Events Coordinator, Army A Club (Operations Assistant)

Location: United States Military Academy, West Point, NY

Job Description/Responsibilities:

Game Day Event Management

- Under the supervision of the Director of Events and Operations, coordinate and plan Army A Club game day events, including the Welcome Reception, Cadet Review and Superintendent's Tailgate
 - Prepare and manage donor invite lists & execute invitations
 - Create nametags/place cards for events
 - Manage reserved seating for cadet-review
 - Assist in the creation of invoices for events

Army A Club and Army West Point Special Events

- Manage Friday Night Hudson River Boat Cruises
- Assist with the coordination and planning the Army Athletics Hall of Fame Weekend
- Assist with the coordination and planning of the Army-Navy Gala and Warming Room
- Assist in the creation of invoices for events
- Assist with home football game hotel room blocks
- Assist with Army-Navy hotel room blocks
- Assist with game day management of Kimsey Club (Premium End Zone Hospitality)
- Process orders using Paciolan
- Create nametags/place cards for events
- Provide excellent customer service to Army A Club Donors
- Other projects as assigned

Army A Club Operations

- Assist with management of ArmyAClub.com
- Assist with creation of A Army A Club communications and solicitations
- Coordinate Football game day program donor recognition

Minimum Qualifications:

Bachelor's Degree

Must be willing to work nights and weekends

Organized and detail oriented

Proficient in Microsoft Word, Excel, and Outlook

Preferred Qualifications:

Previous event management experience

Ability to multi-task and work in a fast-paced environment

Excellent communication skills both written and verbal

Salary: \$9.05 to \$9.75 / Per Hour

Please note: The Application deadline is Wednesday, May 6th

To Apply: Please follow the link below:

<https://www.usajobs.gov/GetJob/ViewDetails/401752300>

If you have questions about the position or application process, please contact Assistant Athletic Director, Garrett Munro at garrett.munro@wpaog.org or 845-938-2322.

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