



## Events Support Specialist

This is a civilian employee position that works for a 501(c)3 non-profit that supports the Air Force Academy. This position does not require military service or graduation from the United States Air Force Academy.

### UNITED STATES AIR FORCE ACADEMY ASSOCIATION & FOUNDATION

The United States Air Force Academy Association & Foundation (“Association & Foundation”) believe strongly that the United States Air Force Academy (“Academy”) is a vital national resource, upholding the invaluable mission of developing leaders of character for our Air Force, Space Force and nation. The Association & Foundation have joined forces to accomplish their complementary missions to actively support these leaders as well as the Academy and its cadets.

The core values of the United States Air Force Academy are Integrity First, Service Before Self, and Excellence in All We Do. These same core values guide the Association & Foundation, as well as our boards and staff.

### THE OVERVIEW

The Association & Foundation, in support of the U.S. Air Force Academy, seeks a positive, energetic and detail-oriented professional to serve as the Events Support Specialist (“Specialist”). This position will report to the Assistant Director of Events.

### DAILY RESPONSIBILITIES

- Understand, uphold, and promote the ethical standards and core values of the United States Air Force Academy (“USAFA”) and the Association & Foundation
- Learn and understand how the Association & Foundation interact with the Academy and other Academy-related nonprofit organizations that support various areas of the Academy
- Manage and update organizational site(s) for upcoming events and ensure timely and accurate information for event details in the organizational planning calendar
- Support event planning and logistics (i.e., event set-up, tear down, coordination with vendors, etc.) as directed by Assistant Director of Events, or Senior Director of Engagement and Events
- Serve as point of contact for events team inquiries via events email, taking phone calls for events staff as directed
- Keep abreast of Air Force and USAFA and departmental priorities, programs, and events, assuring that those are also kept accurately in the organizational planning calendar
- Keep track of all events inventory, sign-out/sign-in by staff
- Manage the scheduling of events in Doolittle Hall, to include contract preparation, collection of rental fees, POC for the day of event
- Able to work evenings and weekends as necessary
- Perform other duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Positive, energetic and engaging personality
- Possess strong customer service and collaboration skills
- Possess excellent written and oral communication skills
- Ability to manage multiple tasks concurrently
- This position requires a self-starter with exceptional organizational skills
- Apply initiative, creativity, and sound judgment to appropriate situations
- Work collaboratively with colleagues and with a diverse customer base
- Meet project deadlines, which include working accurately and thoughtfully under pressure
- Maintain a high level of professionalism, confidentiality, and emotional intelligence
- Committed to excellence and high-performance results
- Hospitality and/or previous event experience is preferred

## **REQUIRED QUALIFICATIONS**

- Working knowledge in hybrid video conferencing systems such as Microsoft Teams and Zoom
- Working knowledge in event and virtual event platforms such as CVENT, Streamyard and Zoho
- Working knowledge of alumni engagement and relations in a higher education setting
- Working knowledge with Raiser's Edge or similar CRM database
- Working knowledge Microsoft Office 365 program suite is required
- A valid driver's license and any related insurances is required
- First-hand knowledge or connection to the Air Force Academy is preferred
- Be able to pass a DBIDS Background check, which is required in order to maintain access to the Association & Foundation's principal offices on the Academy
- Individuals with service in the military, especially the U.S. Air Force, will be given strong consideration

## **COMPENSATION AND BENEFITS**

The hourly range for this position is \$24.04-\$25.50. The Association & Foundation offers a competitive benefits package for full-time employees including but not limited to:

- Medical/Dental/Vision
- 401(k) – up to a 6% match
- Generous Paid Time Off (PTO) policy
- 12 Holidays
- Employer Paid Life Insurance
- Free tickets to Air Force Basketball, Hockey etc.
- Gym access

At the Association & Foundation, collaboration and teamwork are critical to our success. For this reason, we value our time working side by side in the office. We also know that the flexibility to work remotely from time to time can provide a healthy balance throughout the week. Our goal is to create a flexible, supportive work environment that fosters employee well-being and productivity.

Employees are expected to work from the office location Monday through Thursday and have the option to work remotely on Fridays.

**SUBMISSION INSTRUCTIONS:**

Applicants must submit a cover letter and a resume to receive full consideration. Applications can be submitted via [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=7123936](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7123936). The position will remain open until filled.