



## **Fort Cavazos Family Scholarship Fund**

PO BOX 5299 Fort Cavazos, TX 76544

[www.fortcavazosscholarship.org](http://www.fortcavazosscholarship.org)

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### **Event Coordinator**

The Board is seeking a dynamic and detail-oriented individual to fulfill the role of Event Coordinator. Ideal candidates with a background or experience in event planning and management. The Event Coordinator plays a crucial role in organizing and executing key events, contributing to the success of the selection committee meetings and scholarship award ceremony. The anticipated time dedication for this voluntary role is 2-3 hours from June to January, with an increase to 10-15 hours per month from February to April. During May, the time commitment is expected to rise to 20-30 hours.

#### **Responsibilities:**

##### **Selection Committee Meeting:**

- Plan and coordinate all logistical aspects of the selection committee meetings, including but not limited to location, committee member coordination, set-up/clean-up, and refreshments.
- Collaborate closely with the Vice President to ensure seamless execution and adherence to guidelines during selection committee meetings.

##### **Scholarship Awards Ceremony and Reception**

- Plan and coordinate all general aspects of the scholarship awards ceremony and reception, including venue selection, speaker arrangements, set-up/clean-up, snacks/refreshments, seating chart creation, program development, and seat card arrangement.
- Work closely with the President to align the event with the organization's vision and objectives.

##### **Communication and Reporting**

- Provide regular updates and reports on all activities within the scope of responsibility during Executive Board meetings.
- Ensure transparent communication and collaboration with other board members to maintain alignment with overall organizational goals.

#### **Qualifications:**

- Strong organizational and communication skills.
- Detail-oriented with the ability to manage multiple tasks simultaneously.
- Previous experience in event planning or coordination is highly desirable.
- Ability to work collaboratively within a team and take direction from board leadership.
- Commitment to the organization's mission and values.

The Event Coordinator will contribute significantly to the success of the scholarship program by ensuring smooth execution of events, fostering a positive and inclusive atmosphere during meetings and ceremonies, while upholding the organizations commitment to transparency and integrity.

**Note:** This position is open to Department of Defense personnel (active duty, retired, civilians) and their family members. Board members may not apply or have any family member apply for scholarship during their term on the board.