



TACAMO Community Veterans Association (TCVA) Event Manager (Volunteer)

Position Summary

The TACAMO Community Veterans Association (TCVA) is seeking a highly organized and motivated volunteer to serve as Event Manager. This position is responsible for planning, organizing, and executing TCVA events that honor TACAMO's heritage, recognize military service, support veterans and their families, and strengthen the TACAMO community.

The Event Manager oversees all phases of event planning—from initial concept through post-event evaluation—ensuring every event is well-organized, professionally executed, and aligned with TCVA's mission.

Primary Responsibilities

- Plan, organize, and manage TCVA events from concept through completion
- Develop event plans, timelines, schedules, checklists, and project milestones
- Develop and monitor event budgets and support cost management.
- Coordinate venues, lodging, transportation, catering, audiovisual needs, and event logistics.
- Prepare and manage Requests for Proposals (RFPs) for venues, hotels, catering, transportation, audiovisual services, and other vendors
- Coordinate with museums, military commands, sponsors, and community partners
- Recruit, coordinate, and supervise event volunteers
- Manage registration, attendee materials, on-site support, and event operations
- Coordinate ceremonies, speakers, awards, memorial observances, reunions, and special programs
- Develop event agendas and prepare detailed Run of Show documents, including speaker schedules, presentations, timing, transitions, introductions, and event flow in a folder and copies for volunteers
- Work with the TCVA Marketing Designer to promote events and communicate with attendees
- Resolve issues during planning and events to ensure a positive attendee experience
- Complete post-event reviews and maintain event records, contracts, budgets, and historical files

Preferred Qualifications

- Experience planning gatherings, military ceremonies, nonprofit events, or community programs
- Strong organizational, project management, and communication skills
- Experience working with vendors, volunteers, and committees.
- Proficiency with event planning tools
- Ability to support occasional TCVA travel events
- Passion for serving veterans and preserving TACAMO history.

Time Commitment per Event

- Approximately 5–10 hours per week during normal planning periods, increasing to 10–20+ hours per week during the weeks leading up to major TCVA events, with additional time required during event execution and post-event activities
- Reports To TCVA Board of Directors

Benefits of Volunteering

- Lead meaningful events honoring the TACAMO community
- Create memorable experiences for veterans, families, and supporters
- Gain nonprofit leadership and event management experience
- Help preserve TACAMO history and traditions for future generations

Interested in volunteering? Apply here: <https://forms.gle/HYAeKrgfESqPdmj27>