



Volunteer: Assistance to Event Planner

TCVA is searching for a talented and motivated Assistant to TCVA's Event Planner to organize outstanding and unforgettable events. Responsibilities include providing outstanding customer service and organizing memorable events for TACAMO attendees.

Responsibilities include to Assist Event Planner with:

- working with attendees to identify their needs and ensure customer satisfaction
- organize event details as needed
- propose ideas to improve the event quality
- assist with event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc
- provide assistance to Board of Directors for event success
- ideas for publicizing events
- proactively handling any arising issues and troubleshoot any emerging problems at the event
- identifying event opportunities
- conducting site visits as needed
- assisting with set-up and tear down at events
- assist with an event's overall success and submit findings to Event planner

Requirements

- Well-organized with excellent multi-tasking abilities.
- Ensure customer satisfaction
- Ability to manage multiple projects independently
- Assess an event's overall success and submit findings.
- Attend reunion training seminars
- Time management and communication skills
- Computer and website skills
- Travel

Time

- Once a year, attend Military Reunion Network Summit training with Event Planner - 3 or 4 days
- Attend webinars by Military Reunion Network when needed - 1 hour per year, as needed
- Possible site visits (Visit hotels and venues to host event) - 4 to 8 hours once or twice a year
- Attend events as organized by TCVA - 1 or 2 days pre event and all the days of event.

Cost Covered by TCVA:

- Military Reunion Network Summit training 3 or 4 day with Event Planner.
- Site visits
- TCVA Event hotel stays