



Membership and Volunteer Services Coordinator

Reports To: Director of Administration & Events

Employment Status: Full time, Non-Exempt

[Momentous Institute](#) and the [Salesmanship Club of Dallas](#) have been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports individuals through innovative mental health services, our nationally recognized [Momentous School](#), and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Shared Services plays a vital role in supporting the daily operations and collective strategic goals of Momentous Institute, [THE CJ CUP Byron Nelson](#), and Salesmanship Club of Dallas. These departments include Finance/Accounting, Human Resources, Marketing & Communications, Legal, IT, Building Operations, Community Engagement, and Volunteer Services. By managing these shared functions, Shared Services ensures that all lines of business across the collective organization have the resources, services, relationships and infrastructure needed to operate effectively and to achieve its annual goals. . Through expert support and streamlined processes, the Shared Services teams strengthen the foundation that allows our programs and services to thrive.

The Role:

The Membership and Volunteer Coordinator primarily supports the Director of Administration and Events with various staff members in areas related to Salesmanship Club of Dallas. This position requires some overtime and weekend work.

Responsibilities:

Club Support

- Coordinate all logistics for Thursday luncheons, including speakers, agendas, catering, A/V setup, and room setup/clean-up.
- Provide A/V support, including PowerPoint presentations, photography, and technical execution for luncheons and events.
- Plan and coordinate special events, such as the Installation Dinner, Wrapping Party, and PBM.
- Set up and clean meeting rooms; re-stock supplies as needed.
- Track RSVPs and participation of Club members for all events.
- Support membership mailings and distribution of event communications.
- Provide administrative support to Club committees, including preparing agendas, taking minutes, and sharing relevant materials.
- Maintain the Digital Cheetah membership database, ensuring accurate event records and member contact information.
- Assist Club members with navigating and using the Digital Cheetah database.
- In partnership with the Director of Administration & Events, manage internal communications to staff, members, and volunteers — including planning, writing, and publishing content.
- Support the Bulletin Editor with weekly bulletin design, content creation, and distribution.
- Serve as project coordinator for the annual Club Roster, including design, content, printing, and mailing.
- Publish timely communications such as emails, newsletters, speaking points, website/app updates, and other internal messages.
- Create and manage a strategic communications timeline and calendar for the Club and volunteer events.
- Edit and proofread internal publications, ensuring alignment with brand and communication standards.

- Develop content that highlights key organizational updates, including spotlights on partners, sponsors, vendors, volunteers, and staff.
- Write speaking points for Club leadership and coordinate media training as needed.
- Collaborate with the broader communications team to ensure consistency in messaging.
- Assist with additional projects and administrative tasks as assigned.

Volunteer Administration

- Assist in maintaining the volunteer database and attend meetings with volunteer chairs.
- Support volunteer orientations and training sessions.
- Help manage tournament committee chairs, including scheduling and communication.
- During tournament week, assist with Volunteer Center setup, provide general support to volunteers, and manage the volunteer Facebook account.
- Coordinate catering for volunteer meals throughout the tournament.
- Organize and manage daily giveaways at main tournament entrances.

Filing

- Maintain club member files by organizing and filing participation reports and related documents in the appropriate locations.

Requirements:

- High school diploma required; college degree preferred
- Strong project management and marketing experience
- Proficient in graphic design software and tools
- Able to manage tight deadlines and unexpected projects with flexibility
- Proven ability to work collaboratively with diverse internal and external stakeholders
- Open to constructive feedback and capable of balancing differing input
- Strong communication skills, with the ability to clearly exchange information
- Detail-oriented, with the ability to assess the accuracy, neatness, and completeness of assigned work

Physical Demands:

- Ability to occasionally lift and move objects up to 20 pounds.
- Ability to remain in a stationary position, often standing, or sitting for prolonged periods.

The ideal candidate will exhibit the following core values:

Collaboration, Commitment, Excellence, Service, Respectfulness

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation