

JOB DESCRIPTION

EVENT COORDINATOR & ADMINISTRATIVE ASSISTANT

The Event Coordinator & Administrative Assistant will be responsible for organizing and managing events, providing administrative support, and assisting with program development. This role requires strong organizational skills, attention to detail, and the ability to work collaboratively with various stakeholders.



DURATION: JUNE 22 - AUGUST 28

WORK SCHEDULE:
MONDAY - FRIDAY
9AM-3PM

WAGE: \$21/HR

PRIMARY RESPONSIBILITIES

Event Coordination & Support

- Serve as the head event coordinator and primary contact for the First Tee Golf Camp
- Assist as an event coordinator for the Club 24 Charity Golf Tournament, supporting the head organizer
- Host, participate in, and take minutes for event-related meetings as needed
- Assist with any additional events or projects throughout the summer (pop-up sales, tournaments, camps, etc.)

Administrative Support

- Plan and create the weekly Club 24 meeting agenda
- Take minutes at Club 24 meetings
- Scan and email checks and receipts to bookkeeper
- Maintain and update the List of Beneficiaries
- Support the manager in funding tracking and documentation
- Track and prepare Sponsorship Requests for meetings

Program & Community/Cultural Support

- Plan and implement the Mentorship Series for next year
- Assist in integrating Kanien'kéha into Club 24 programming
 - Kanien'kéha phrase/word of the week
 - Club 24 Athlete bio videos in Kanien'kéha
 - The incorporation of Kanien'kéha vocabulary and names in programming
 - Re-creating all Club 24 signage and materials and offering in Kanien'kéha

DEADLINE TO APPLY: MAY 22, 2026
INFO@CLUB24SPORTS.COM