Administrative and Legal Management Coordinator

Reports to: SCD Executive Director
Employment Status: Full-Time, Non-Exempt

The Salesmanship Club of Dallas is a civic organization of dedicated business and professional leaders dedicated to improving children’s lives. In pursuit of this vision, Momentous Institute was created which is now comprised of Momentous School, Therapeutic Services and Research and Training. After over a century of learning and growing, our vision has crystallized: Social Emotional Health for all kids so they can reach their full potential. The Club also operates the AT&T Byron Nelson as its primary fundraiser in support of the programs of Momentous Institute.

Role:
- Provide administrative and legal contract management support to executive management and legal counsel with special focus on coordinating the process through which all contracts receive proper review, approvals, execution and filing.
- Understand organizational procedures and precedents, proactive initiative, good organizational and problem-solving skills.
- Handle details of a highly confidential and critical nature and to interact with tact, diplomacy and knowledge of Club traditions and policies.
- Work closely with Club members, staff, PGA Tour staff and players, customers, vendors, and visitors.
- Resolve time sensitive issues with a high degree of precision as well as written and oral communication skills.

Essential duties and responsibilities:
- Provide a wide variety of administrative duties for executive management and Boards.
- Organize and monitor the contract execution process for preparation, review, and fulfillment with staff and legal counsel for the Club and its related entities.
- Oversee the editing and review of prepared legal documents, maintain corporate filings and registrations, updating/maintaining of Minute Books, drafting letters, document assembly, dealing with mail/courier, file management, correspondence, booking appointments.
- Interface with legal counsel and executive management on issues or matters as required.
- Coordinate with appropriate staff to prepare required documents, waivers and forms for events, event participants, volunteers, and other related matters.
- Ensure compliance with insurance requirements in concert with insurance liaison for various Club related entities.
- Coordinate scheduling of meetings and appointments for executive management as requested.
- Prepare agendas and background information for various boards and committees as requested including taking and preparing Minutes for review and distribution.
- Compose, type, edit, proofread, and distribute correspondence which may be complex or confidential in nature.
- Establish and maintain legal and corporate management system for Club and its related entities including system for notification of renewals, terminations and other deadlines.
• Coordinate travel, in accordance with Club policies and procedures, for members and staff traveling on Club or other-related business as requested.
• Coordinate trademark and copyright paperwork for Club and related entities as required with legal counsel.
• Serves as a Notary Public for Club.
• Perform other duties as assigned.

**Educational and Experience Requirements:**
• Bachelor’s degree or equivalent experience including 5 or more years of administrative legal-related experience for executive level management.
• Possess advanced computer with Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
• Excellent oral and written communication skills.
• Excellent organizational skills with the ability to establish and maintain reasonable and attainable priorities and deadlines for multiple, diverse tasks.
• Be an individual with personal qualities of integrity, flexibility, energy, and critical thinking as well as ability to receive feedback, execute tasks with minimal direction, and possess a sense of humor.
• Ability to participate in some evening and weekend activities.

To apply, please send letter and resume to:
Human Resources Director
Salesmanship Club of Dallas
mmaldonado@salesmanshipclub.org
www.salesmanshipclub.org
No phone calls, please.

**COVID-19 vaccine is required for all employees as of September 1, 2021. (Salesmanship Club of Dallas/Momentous Institute are equal opportunity employers and reasonable accommodations will be considered for valid medical and religious exemptions.)**

Salesmanship Club of Dallas/Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Salesmanship Club of Dallas/Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of 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.