

## **DSC Careers**

*DSC is a non-profit conservation organization funded by hunters. Its mission statement reads:*

*DSC's mission is to ensure the conservation of wildlife through public engagement, education and advocacy for well-regulated hunting and sustainable use.*

*All successful candidates must be able to support this mission. DSC's annual convention is a successful fundraiser in support of that mission, bringing to Dallas thousands of exhibitors, donors, advertisers and attendees. We are known for our family-friendly atmosphere and Texas hospitality. DSC's staff is small but hard-working, and supported by an army of member-volunteers. Our customers are the members as well as exhibitors and show visitors.*

*All office personnel answer the phones, and are required to work monthly meetings and member events (in rotation), outside of regular office hours, and also work the annual trade show in early January. Duties may require working outside of regular hours between October and January. Once at the convention, staff is expected to work the full week on site at the host hotel and be devoted exclusively to the success of the show.*

### **Administrative Assistant - Exhibits**

DSC is seeking an individual who is hardworking, detail oriented, upbeat, organized, resourceful, able to handle multiple deadlines and multiple tasks in preparation for the annual trade show. Job requires a strong customer focus and positive attitude.

Job Duties will include:

- Entering data and maintaining a database for annual trade show exhibitor applications, including the exhibitor credit system and the waiting list.
- Generating invoices and taking payments in Quick Books.
- Communicating with exhibitors routinely and providing excellent customer service.
- Troubleshooting customer issues and finding amicable solutions.
- Assisting the Exhibits Manager as assigned.

### **Administrative Assistant - Donations**

DSC is seeking an individual who is hardworking, detail oriented, upbeat, organized, resourceful, able to handle multiple deadlines and multiple tasks in preparation for donations in our auctions at the annual trade show. Job requires a strong customer focus and positive attitude.

Job Duties will include:

- Entering data and maintaining a database for donations, following up with donors to obtain corrections, obtaining final approvals and high res jpeg images for each item.
- Daily updates of the "working donor" spreadsheet. Scan, upload and organize all asset for each donated item.
- Inventory of hard items received; coordination of packing/tagging all items to be transported to the show site. Assist with Auction Item Pickup (AIT) during convention move-in. Re-inventory of hard items at end of convention to be returned on Sunday at the show site.
- Attend auction placement and pre-convention meetings. Assist with producing all print material needed for live and silent auctions.

- Attend and assist Auctions Manager with all auctions during the convention. Manage nightly silent auction setup/display in the Omni hotel foyer.
- Post-convention collections and reconciliation.
- Assisting the Auctions Manager as assigned.

**Qualifications REQUIRED:**

- 3-5 years office/administrative or comparable job experience, including computer proficiency.
- Quick Books and Microsoft Office (Outlook, Word, Excel, PowerPoint) proficiency.
- Ability to follow detailed instructions and learn DSC processes for data entry, but also able to work independently after training period. This position is heavy on data entry and accuracy is critical.
- Excellent customer service attitude and skilled in dealing with retail and industry customers from around the world, in large and small business.
- Strong verbal, written and grammatical communication/proofing skills. Much of our business is conducted by email and on the phone.

**Preferred:**

Some college (business, communications or general studies) preferred but not required.

Trade show experience a plus. ExpoCad a plus but not required.

*Interested candidates should submit cover letter and resume to [terri@biggame.org](mailto:terri@biggame.org).*