



Alabama Wildlife Federation

3050 Lanark Road • Millbrook, AL 36054 • 334-285-4550

JOB ANNOUNCEMENT AND DESCRIPTION

Release Date: June 3, 2026

AWF Corporate Engagement Events Assistant – Wild Game Cook-offs

EMPLOYER: Alabama Wildlife Federation
POSITION TYPE: Full Time with Benefits
POSITION LOCATION: AWF State Headquarters - Millbrook, Alabama
(Statewide travel required)

POSITION OVERVIEW

The Alabama Wildlife Federation (AWF) is seeking a highly motivated, detail-oriented individual to assist with event planning, execution, committee development and support, select corporate engagement, and on-site management of AWF Wild Game Cook-off and associated donor recognition/thank-you events across the state. This role is responsible for end-to-end coordination of logistics, cook-team management, permitting, inventory, committee interaction, and select corporate outreach to ensure successful execution of sixteen annual wild-game cook-offs and associated donor recognition and thank-you events.

Logistics and execution are top priorities and this position offers the opportunity to grow over time by contributing to the long-term success and expansion of AWF cook-offs and overall corporate support. The ideal candidate brings a growth mindset, takes pride in building strong relationships, and is interested in helping elevate events through thoughtful collaboration with sponsors, event committees, partners, and participants.

The ideal candidate is a strong communicator and relationship builder who thrives in collaborative, fast-paced, event-driven environments, is physically capable of meeting the demands of event setup and breakdown, and can manage multiple moving parts with precision and professionalism.

Key Responsibilities

Event Planning & Logistics

- Serve as the primary logistics coordinator for all AWF cook-off and related events statewide.
- Work closely with volunteer committee members to select event dates, coordinate planning timelines, and finalize event details as needed (typically 3-4 meetings per cook-off).
- Secure and manage all logistical needs, including but not limited to:
 - Beverages, ice, coolers, bartending services
 - Equipment rentals and waste/sanitation services
 - Entertainment
 - Event setup and breakdown

Venue, Permitting & Compliance

- Secure venue reservations, contracts, insurance coverage, and related documentation.
- Obtain all required permits and licenses and coordinate with state/local entities as needed.
- Arrange for appropriate security presence at each event.

Inventory, Equipment & Storage Management

- Coordinate the purchase, inventory, and resupply of all cook-off related materials.
- Restock cook-off inventory and equipment between events to ensure full operational readiness.
- Maintain professional and organized upkeep of AWF cook-off inventory and storage facilities.

Event Execution

- Manage all day-of event activities with a focus on overall presentation, organization, energy and attendee engagement:
 - Judging processes
 - Event logistics and schedules
 - Silent auctions and raffles
 - Awards presentation
 - Secure high-quality event photos that capture overall event dynamics

Volunteers, Staffing & Teams

- Recruit, coordinate, and manage volunteers and part-time event staff.
- Serve as point of contact for cook team information and assist with procurement.
- Develop strong, positive relationships with teams/volunteers to foster long-term engagement.

Merchandise, Fundraising & Relationship Support

- Select, purchase, and manage merchandise, including sales tracking and inventory.
- Support silent auction and raffle execution during events.
- Assist with select sponsor procurement, outreach, and engagement as assigned.

Marketing Materials & Social Media

- Manage deadlines and coordinate design/printing of event materials
- Assist with social media content procurement/posting and event promotion as needed

Qualifications & Skills

- Proven experience in event coordination, logistics, or operations management.
- Bachelor's degree in hospitality, marketing, or related field preferred
- Strong communication, organization, and relationship-building skills.
- Demonstrated ability to take ownership, adapt, and continuously improve processes/execution.
- Comfort working with volunteers, vendors, sponsors, and municipal partners.
- Interest in professional growth and contributing to the long-term development and success of AWF cook-off and corporate engagement events.
- Ability to serve confidently as an event spokesperson or MC.
- Exceptional attention to detail with the ability to manage multiple events and priorities simultaneously.

- Physically capable of performing event-related duties, including lifting, carrying, setup and breakdown of equipment and supplies, outdoor work in varying weather conditions, and extended periods on feet.
- Willingness and ability to travel statewide and work non-traditional hours, including evenings and weekends, as required by event schedules.
- Ability to remain composed under pressure, resolve conflicts professionally, and make sound decisions in fast-paced environments
- Proficiency with Microsoft Office and general technology platforms with a willingness to learn new systems and software

Compensation/Employment Provisions

- Starting salary range: \$40,000 - \$50,000, commensurate with education and experience.
- Blue Cross/Blue Shield Health Insurance, Life Insurance, Long Term Disability
- SIMPLE IRA Plan available upon qualification
- Typical office hours are Monday – Friday, 8AM-5PM with additional nights and weekends required based on event schedules.
- Two weeks' vacation after one year of employment.
- Traditional Holidays: New Years, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas

Inquiries

Send a one-page letter of application along with a resume, VIA EMAIL, to Tanner Hicks, AWF Director of Corporate Engagement. Specific questions and/or requests for additional information should be directed to Tanner Hicks through the appropriate contact methods provided below.

Review of applications will begin immediately and continue until the position is filled.

Tanner Hicks - Phone: (334) 285-4550 Email: thicks@alabamawildlife.org