

JOB DESCRIPTION

Title Assistant to Office/Membership Services Manager

Qualifications

1. Must possess excellent personal and telephone manner.
2. Must possess excellent technical skills with a thorough knowledge of Microsoft Word, Excel and Outlook; and familiarity with WordPerfect.
3. Demonstrate ability to handle multiple priorities while adhering to deadlines.
4. Demonstrate ability to exercise good judgment and work independently.
5. Demonstrate excellent language and writing skills including composition and proofreading.
6. Demonstrate ability to type quickly and accurately.
7. Demonstrate ability to function as a confidential employee

Reports to Office/Membership Services Manager

Job Goal It is the responsibility of the Assistant to the Office and Membership Department to project the image of the Association in a courteous and professional manner, provide exceptional clerical support to association initiatives.

Performance Responsibilities

A. Membership

Assist in all aspects of membership renewal, retention and solicitation which include assembly and dissemination of solicitation materials, phone calls and other activities related to membership.

B. General Office Assistance

1. Assist Office Manger in maintaining the smooth operation of the office.
2. Inventory and order office supplies.
3. Place all orders for meeting refreshments.
4. Assist in the preparation of meetings.

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5. Provide secretarial/clerical assistance to all departments.
6. Help maintain the office calendar.
7. Assist in the various onsite duties associated with Association conferences and events.
8. Assist in the preparation of various mailings to the membership.

Perform any other duties above and beyond those set forth herein as assigned by the Executive Director or Office/Membership Services Manager.