

Member Relations-Communications Coordinator Job Description

NEW HIRE @ 01-25-2018

General

Association and Society Management International (ASMI) is among the most successful association management firms in the country and is located in Falls Church, VA. Clients include 10 not-for-profit organizations. Several are trade associations whose members manufacture capital equipment; others are professional societies or advocacy groups related to trauma/EMS, emergency management and similar concerns.

The position of Member Relations & Communications Coordinator requires an energetic, customer-service-oriented individual capable of multi-tasking to build relationships, manage communications and projects to support non-profit endeavors.

The role is a permanent, full-time benefitted position.

Salary Range

\$48,000-\$60,000

Reporting

The Member Relations & Communications Coordinator reports to Beth Armstrong and Clay Tyeryar.

Assignments

The position provides administrative support and program management for at least seven ASMI clients. Coordinator interacts with colleagues from each client service team including ASMI executive leadership.

Specific tasks include:	Annual Hrs. estimates:
■ <u>AVEM, ATS, ATMA, PEMA, PLPD Client Service</u> – assist with meetings, trade shows and member services. Membership duties include e-mail broadcasts and other member communications as directed, annual dues billing and records maintenance, marketing solicitations, preparing membership reports.	400
■ <u>SUSAR Client Service</u> – in addition to services described above, assist with organizational marketing to develop this new organization. Coordinate, track and promote member and sponsor marketing campaigns, help develop member benefits, produce Annual Conference with volunteer assistance, develop educational course offerings and other activities to establish the organization.	350
■ <u>IAEM-USA Committees-Caucuses-Chapters</u> – act as staff liaison for the Universities & College Caucus, Student Chapters and other select committees including set up conference calls; generate agendas, send meeting notices and support materials; distribute record of meeting; and follow-up as generated by meetings for assigned ASMI client committees and staff.	300
■ <u>EMAP Services</u> – assist EMAP staff team as needed with minutes and meeting staffing; support ASMI Contracts Manager with EMAP federal and other funding awards.	100

■ <u>Communications & Marketing Services</u> – compose press releases, social media postings, web content emails and other messaging as needed to support various ASMI client communications needs.	250
■ <u>IAEM Annual Conference</u> – assist in managing sponsorship program, market and ensure entitlements are delivered, collect payments, maintain relations with current and potential sponsors. Order all signage needed onsite including sponsor acknowledgements, sessions, directional and others. Also assist with onsite registration, volunteer engagement and other duties as assigned.	450
■ <u>Other Duties as Assigned</u> – onsite ASMI Building meeting assistance to include Media Room setup, F&B procurement; business development, special projects	250
Total	2,100

Annual hours indications for each task are estimates, and assignments may be adjusted. ASMI employees are expected to work 40-45 hours per week. (50 weeks x 42.5 hours = 2,125).

Job Requirements

Experience is needed. Positive attitude is very important to deliver superior customer service. Candidate must be extremely well-organized and possess outstanding communications skills. Travel required – 6-8 trips annually, plus local meetings requiring evening work.