

Administrative Assistant, Membership and Meetings Department

The Administrative Assistant provides administrative support to the Membership & Meetings department. This position is responsible for providing general support to the VP, Membership & Meetings and staff in an effort to increase membership, meetings and product sales, and provide customer service to members and prospective members.

Specific Responsibilities Include:

- Performs administrative tasks as assigned, including, but not limited to answer incoming calls, prepare correspondence, schedule meetings, mailings and travel arrangements.
- Provides administrative support for various committees.
- Provides education and event support: assembles and ships all materials, handouts and coordinates logistics for exhibits at industry trade shows.
- Supports the annual renewal cycle: mails renewal packages; coordinates follow-up mailings and email notifications.
- Responds to inquiries from members and nonmembers on association activities and programs.
- Prepares prospect material for recruitment of new members and coordinate mailings.
- Assists with annual membership directory process.
- Updates and maintains member records; research and identifies prospective members.
- Assists with the call for presentation process related to AGG1 and the gathering of material to include the presentation and handouts.
- Manages the pre- and onsite registration process for the annual convention and assists with other events as needed.
- Other duties as assigned.

Requirements:

- Bachelor's degree preferred or equivalent work experience.
- Work experience coordinating membership or meetings activities is a plus.
- Strong verbal and written communication skills.
- Ability to interact well with colleagues, members and external contacts.

- Ability to work well under pressure, in addition to managing multiple priorities.
- Proficiency in Microsoft Office applications required (Word, Excel, PowerPoint)
- Prior experience with netForum or other AMS preferred