**JOB SUMMARY**:

Responsible for implementing directives of the MSEDA Board Director which involves membership management, communication with public (members and non-members) through phone, email, written correspondence and in person meetings, and general administrative functions associated with running a professional and efficient non-profit organization office. Membership database, website maintenance and social media experience necessary.

**JOB SPECIFICATIONS:**

Contract Position receiving a 1099 from the organization each year

“At Will Agreement” that can be terminated by either party given 90 days notice

Annual renewal of position

Monthly Pay $1000

**JOB DUTIES:**

General Administrative Duties

* Design & implement electronic & hard copy filing system
* Copying
* Establish, maintain, and communicate procedures for record keeping
* Primary contact for MSEDA members in relation to membership, points calculations, volunteer hours and event sanctioning.
* Manage P.O. Box, open, sort and distribute incoming correspondence
* Process orders, forms, applications and requests
* Design, organize & oversee mass mailings
* Maintain and updates all MSEDA forms and documentation, including but not limited to:
  + Board and Member Meeting Minutes
  + Rules and Guidelines
  + By-Laws
  + Sanctioning Documentation

Board Support

* Attend and support the MSEDA Board at regular meetings and the annual member meeting
* Work with Board President to create and prepare documentation for meetings (agenda, minutes, etc.)
* Communicate documentation and reminders of Board Meetings
* Make conference room reservations
* Assist with set-up, managing on-site production and clean up for board and annual member meeting as necessary

Membership Management

* Communicate with members, answering emails, phone calls, & written correspondence
* Maintain membership database
* Oversee/update the membership join/renewal registration process and user experience as needed Create & publish marketing materials pertaining to membership
* Process mass membership mailings by organizing materials and corresponding with mailing company
* Create, update, & process membership forms

Website

* Maintain and create website pages as necessary
* Maintain up-to-date events calendar including all sanctioned events (& sub-calendars)
* Post/maintain current forms/documents
* Provide input on the organization of website content for ease of use & accessibility
* Be comfortable with HTML (Hypertext Markup Language)
* Monitor the web analytics and statistics of the website
* Provide IT support/troubleshooting support for MSEDA Members & organization
* Review and update website for SEO purposes
* Send out email blasts through Wild Apricot as necessary (event notifications & important updates)
* Setup, manage & oversee online registration for MSEDA sponsored events/annual meeting
* Configure/update automatic email responses from Wild Apricot System
* Setup and maintain fillable forms through Google and Wufoo
* Maintain payment gateway communication with Wild Apricot (Authorize.net)
* Create/maintain custom reports for multiple committees (JR list, AA list, Member list, etc.)

Points Secretary and Volunteer Hours

* Maintain and track MSEDA members points
* Maintain and track submitted volunteer hours
* Assist Awards Chair as appropriate

Sanctioning

* Maintain list of MSEDA Sanctioned events
* Process sanctioning requests and actively recruit shows for MSEDA Sanctioning
* Provide support to show organizers before, during and after sanctioning
* Provide year-end report with regard to number and type of competitions sanctioned

Perform other duties as required.

**REQUIRED SKILLS:**

Computer Skills

Social Media

Communication

**EQUIPMENT PROVIDED:**

Computer, printer, scanner, office supplies, software and other office needs as they are needed. All computer files will be backed up to the cloud weekly. The equipment and all MSEDA documents and communications are the property of MSEDA and must be returned upon termination to an executive board member.

**SUPERVISION:**

Reports to the President, Board Secretary and Communications Chair.

**HOW TO APPLY:**

Email your resume and three references to [gtowngrits@gmail.com](mailto:gtowngrits@gmail.com) by November 15, 2018.