

Indiana Member Services Specialist

Job Description

Full Time Position

Reports to the Senior Director of Membership & Corporate Development

Responsibilities Include but not limited to:

Membership Services

- Recruit corporate members in Indiana
- Maintain relationships with Indiana corporate members
- Provide sourcing assistance to corporate members
- Assist in special projects assigned by the Director of Membership
- Participate in Corporate Development Committee (CDC) meetings
- Manage WBE participation in corporate matchmakers
- Set up and maintain corporate members in the WBENC database
- Generate corporate members annual invoice and mail annual membership, certificates.
- Personalize and mail out welcome packets to new members
- Time management the ability to prioritize and meet deadlines
- Assist with the composition of "WE Match" event at the annual conference
- Ability to answer general Great Lakes WBC questions and share navigation of the corporate segment of the website.
- Process credit card payments as required
- Adhere to all company policies and procedures

Indiana Signature Events

- Develop and implement annual Indiana signature event including cultivation of sponsors, budget development, program planning and logistics, identifying presenters and others involved with program implementation.

Other Responsibilities:

- Attend regular staff meetings
- Some travel is required
- Extended hours on occasion
- Ability to manage multiple projects
- Other assignments as needed
- Assist with Great Lakes WBC events as a support team member

Requirements:

- Three years of office experience
- Associates degree or equivalent experience is required, Bachelor's preferred.
- Ability to work independently as well as with committees and in team settings
- Proficiency in MS Word, Excel, and Power Point and Microsoft Outlook.
- Strong communication skills
- Performs well under high pressure
- Ability to work under deadline
- Strong writing skills
- Professional appearance is a priority

Application Process:

Submit resume to Kelly Hill at khill@greatlakeswbc.org. No phone calls will be accepted regarding this job posting.

For additional information please reference the website, www.greatlakeswbc.org