



**Valdez Convention & Visitors Bureau
Membership Manager**

Closing Date: 05/09/2022

Terms of Employment: Permanent, Part-Time

Compensation: Hourly range is \$21 - \$23.00. Includes paid holidays and accrued vacation time.

Summary

The Membership Manager has the primary responsibility for membership outreach, communications, and visitor guide ad sales. Working from home during the winter is an option.

Responsibilities and Tasks:

- Speak on the phone and in-person with members, regularly.
- Meet & check up on members' needs, regularly.
- Ensure members are taking advantage of membership benefits and cooperative advertising opportunities available through the VCVB or our partner organizations.
- Write and circulate bi-monthly email newsletters using MailChimp.
- Monthly processing and dissemination of consumer leads from VCVB marketing campaigns to participating members.
- Learn and manage member information in a Simpleview database.
- Plan and implement the annual membership renewal campaign.
- Update yearly the membership application and renewal form. Coordinate the annual review of membership benefits, levels, and costs.
- Assist with the annual membership meeting, and Board of Directors election.
- Be able to operate the Square retail sales system to make membership and retail sales.
- Be able to handle cash, reconcile petty cash, and collect membership fees.

This job description is not intended to be all-inclusive. VCVB employees will perform other duties to meet the organization's ongoing needs.

Education and/or Work Experience Requirements:

- High school+2 years of work experience,
- Knowledge of customer service,
- Effective verbal and written skills,
- Excellent listening and interpersonal skills,
- Knowledge of Microsoft Office Suite,
- Sales experience helpful,
- Willingness to learn.

Physical Requirements:

- Ability to maintain regular attendance consistent with federal, state, and local standards.
- Must be able to lift and carry up to 25 lbs.

Contact Information: If you are qualified and interested in being considered as a candidate for this opportunity, please submit a 1) cover letter outlining your qualifications, 2) two-page resume, including 3) three professional references to the VCVB Executive Director.

Position Contact

Sharon Anderson, Executive Director
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