
Membership and Education Coordinator

AMCES Association Management & Consulting builds capacity so that associations can achieve their strategic priorities - effectively, efficiently and with a focus on results. Each member of the AMCES team has a unique mix of skills, knowledge and experience but all are committed to professionalism, lifelong learning and outstanding client service. The Membership and Education Coordinator is a full-time position based out of the AMCES office in Kanata, ON. The successful individual must also be able to function effectively in a work-from-home/virtual environment.

Responsibilities:

- Handle all aspects of membership administration including responding to inquiries, supporting recruitment and retention
- Provide support for financial and other administrative processes
- Support the planning and delivery of in-person and virtual education events, including committee coordination, speaker logistics, onsite support, exhibit and sponsorship
- Coordinate the delivery of education webinars
- Coordinate awards programs, including overseeing promotions, nominations and review process, award selection, and presentations
- Provide support for the administration of certification programs
- Assist with website updates
- Assist with communications materials development: monthly newsletters/promotional material
- Provide support to various volunteers and committees: scheduling meetings, posting agendas, documents, taking minutes, coordinating follow-up work

Qualifications:

- A strong commitment to outstanding client service
- Previous administrative experience ideally in the association/not-for-profit sector
- Excellent written and oral communications skills
- The ability to work independently with minimal supervision and work collaboratively within a team environment
- Proven commitment to accuracy and attention to detail
- Strong organizational, time management, project management and multi-tasking skills
- The ability to coordinate and manage a wide range of activities and responsibilities
- Proven ability to work in a virtual environment
- Advanced computer skills and experience with software including:
 - General Tools: Office Suite (Word/Excel/PowerPoint)
 - Virtual / Collaboration: Zoom Meeting | Zoom Webinar
 - Accounting applications
 - Sales and Marketing: MailChimp/Constant Contact | Survey Monkey
 - Other: content management system familiarity (for website updates)
- Flexible and willing to learn
- Bilingualism (English/French) would be considered an asset

Please submit your covering letter, application and salary expectations by April 15, 2021 to:
nancy@amces.com.