



Texas Association for the Education of Young Children

JOB DESCRIPTION: Membership and Chapter Specialist

The position of Membership and Chapter Specialist is to coordinate and support Membership activities and Chapter activities. This is a full-time position that will report to the Senior Program Director.

PRIMARY RESPONSIBILITIES:

- Promote and oversees positive relationships with Chapters and Membership
- Send out regular communication to Chapters and Membership i.e. newsletters, blogs, news alerts, advocacy alerts, etc.
- Assist Affiliate and Chapters in creating and implementing a grass-roots membership campaigns
- Support Affiliate and Chapters with membership materials i.e. brochures, flyers, etc.
- Maintain the Membership and Chapter areas of the Texas AEYC website
- Develop Social Networking strategies to promote membership and chapter activities
- Assist Affiliate and Chapters in planning and/or executing conferences
- Maintain a current membership database to include Sends monthly Membership lists to all chapters
- Participate in NAEYC Affiliate conference calls, webinars and campaigns to promote membership
- File permanent records and historical records for Texas AEYC, including copies of minutes and other business matters
- Assists Sr. Program Director to oversee compliance with NAEYC affiliate requirements
- Treat information about Texas AEYC members and clients, employees and Board members in a confidential manner
- Perform other duties as assigned by Senior Program Director

SPECIAL SKILLS:

Effective oral and written communication skills with internal and external members

Ability to manage multiple projects with multiple deadlines

Outstanding customer services skills

Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro, Word, Excel, etc.

Attention to detail with ability to perform various administrative tasks efficiently and accurately.

Must deliver quality customer service, demonstrate the ability to effectively problem-solve and work in a team environment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree is required, in Early Childhood Education(preferred) or related field

Two years related experience in Early Childhood Education (preferred).

Minimum of one year of experience successfully managing/mentoring/training other adults (preferred)

SPECIAL WORKING REQUIREMENTS:

An automobile at his/her disposal; a valid, non-suspended TX driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.

Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities

No substantiation or criminal conviction

May require need for flexible schedules, including occasional evening and weekend work

May work in shared space

Possible extended overnight travel for conferences and presentations

Bi-Lingual a plus

COMPENSATION: \$14.00-\$17.00 per hour depending on experience.