



## Membership Coordinator

**Are you outgoing, experienced with office technology, organized and resourceful?**

[The Helena Building Industry Association](#) is seeking a new Administrative Assistant/Membership Coordinator (AAMC) to join our dynamic team of professionals.

The AAMC will perform duties such as welcoming HBIA visitors, answering phone calls, maintaining committee and membership databases, invoicing, assisting with the planning and execution of the association's major events, and performing other administrative duties as directed by the Executive Officer.

### AAMC Duties & Responsibilities

- Greets visitors in a pleasant, business-like manner and assists with questions or problems or directs them to the appropriate staff
- Serves as the primary staff person in answering incoming calls promptly and courteously, providing assistance to callers, forwarding calls to proper individuals/organizations and taking complete and accurate messages as needed.
- Manages and maintains association membership records and membership database, including, but not limited to, processing membership applications, membership dues billing, and internal and external membership reports. Also supports membership drives and campaigns.
- Assists with operation of association's major events, such as membership meetings, Home Show, Parade of Homes, etc.
- Prepares material as directed by staff for the meeting packets for the Board of Directors and other committees
- Keeps the reception area, common work area, conference room and kitchen organized, well supplied, clean and neat; responsible for checking common break room and bathrooms in the building for supplies and needs
- Orders office supplies as needed; contacts service personnel as necessary for office equipment repair and maintenance

- Sorts incoming mail and ensures outgoing mail is either picked up or delivered to the post office

Required skills: Solid writing skills, Knowledge of Microsoft Office programs (Excel, Word, PowerPoint, Outlook), Constant Contact or another e-newsletter program

Preferred skills: QuickBooks, Adobe Photoshop, InDesign

**Please submit your resume and cover letter to [build@helenabia.com](mailto:build@helenabia.com) by Nov 15. Compensation will be based on level of experience. (\$14 to \$17 per hour)**