



WATER ENVIRONMENT ASSOCIATION OF TEXAS

Preserving & Enhancing the Water Environment of Texas

WEAT | 1825 Fort View Road Suite 108 | Austin, TX 78704 | 512.693.0060 | www.weat.org

WEAT Membership and Events Coordinator

Position Description:

WEAT Membership Coordinator and Events Coordinator works on membership data entry, invoicing, and reconciliation, conference registration, data entry including financial coding, and addressing members' and committees' questions and requests, as well as assisting with the organization's social media presence. The position requires entry-level to intermediate understanding of Microsoft Suite (Excel, Word), and strong ability to communicate clearly to members, while answering calls and coordinating messages for other WEAT staff.

Roles and Responsibilities

The following duties and responsibilities are intended to describe the nature and level of work. It is a general list and not exhaustive of all responsibilities of the position.

Membership:

- Send new and renewing emails to all new and renewing members
- Assembling new member packets
- Send expired member invoices
- Calls all expired WEAT-only members before removal from the database
- Assist in adding, updating, or making changes to membership data as received from WEF
- Update membership status
- Membership database management
- Generate section reports

Administrative:

- Answers calls
- Shred paperwork
- Office organizing

Financials

- *Code credit card income*
- *Deposit checks*
- *Assist with disbursements and reimbursements*

Website

- Update website weekly with new calendar events, committee information, and requested changes
- Assist with website requests
- Assist in regular website maintenance including link audits and timeliness of information

Webinars, Conferences and Committees:

- *Maintain Committee Rosters*
- *Assist with Committee conference call administration as needed*
- Assist in entering TCEQ renewal credit for webinars and sending certificates
- Assist in registering conference attendees, entering TCEQ renewal credit, sending certificates

Social Media:

- Assist in posting, sharing, and editing content on our social media account
- Maintain social media publishing calendar
- Assist in the monitoring of user-generated content