



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

Member Services and Events Coordinator

Water Environment Association of Texas (WEAT)

Position Information

Job Type: Full-time

Preferred Education: Bachelor's or Associate's degree or a minimum of 3 years of office experience

Salary: \$37,000 – \$40,000 plus benefits

Opportunity Summary:

The Water Environment Association of Texas is a passionate group of professionals who are committed to their work – protecting public health and the environment. We seek an individual who shares our passion for service and will be a major contributor to the continued growth and development of our organization by focusing on providing outstanding member services while coordinating educational conferences and events. If you are someone who wants to be a key team member in an adaptive organization who has strong written and oral communication skills and is interested in the educational enhancement and professional development of our members through educational event coordination, read on.

Scope of Responsibilities:

Under direction from the Executive Director and the Association Manager, the Member Services and Events Coordinator should communicate clearly with our members, assist in maintenance of membership information systems to ensure visibility (website and social media), answer membership questions and needs timely and effectively, and assist in producing educational conferences. This position is responsible for completing a variety of tasks including liaising with members, entering membership and financial data, and assisting in information system maintenance.

Experience:

The position requires strong customer service and communication skills with an attention to detail. Membership services duties will require proficiency with membership management software as well as; Microsoft Excel, Word, and PowerPoint. Experience with Adobe Creative Suite or other similar graphics software is preferred. General fluency in Microsoft Suite is expected.

Minimum Qualifications:

The applicant must have office experience and be comfortable working in a fast paced office setting moving on several projects at one time. Graduation from an accredited 2 or 4 year college is preferred but can be offset by office experience. The position requires strong verbal communication skills and written skills, organizational skills, and the ability to multi-task.

Notes to Applicants and Working Conditions:

The Membership Services and Events Coordinator will interface with WEAT membership and Board members, and is expected to conduct her/himself in a professional manner. Most job duties and responsibilities are conducted in the WEAT office. However, the position may require travel to quarterly Board meetings and approximately 4 specialty conferences a year.

Details:

The Water Environment Association of Texas is a 501(c)(3) nonprofit technical and educational organization dedicated to promoting scientifically sound environmental policy and regulation. WEAT is made up of approximately 2000 Texas professionals who dedicate their careers to protecting and enhancing our state's water resources through the design, operation, maintenance, and regulation of wastewater treatment plants and technologies.

WEAT's mission is to:

1. Meet the needs of its members for professional growth and development;
2. Educate the public on water environmental issues;
3. Benefit society through protection and enhancement of the water environment.

The WEAT office is located 1825 Fort View Road, Suite 108, Austin, TX 78704.

WWW.WEAT.ORG

Closing date: March 12, 2018 5:00PM CST

Send resumes and cover letters to julie@weat.org