

Job Title	Organization Membership Coordinator
Employer/ Agency	Superior Group
Job Description	The Membership Coordinator works with the Vice President (VP) Membership to achieve membership goals and objectives. This position is also responsible for the overall administration support of the ORGANIZATION office.
Qualifications	Bachelor's degree with 2 or more years of job-related experience. Ability to work in a small office and be a team player with the drive and initiative to ensure projects are completed successfully, within budget, and on time. Self-starter, motivated, detail-oriented, independent-thinker with initiative to assist the organization in fulfilling its responsibility to its membership. Must be interested in a long-term commitment to the ORGANIZATION, including opportunities for higher levels of responsibility within the organization. Must demonstrate a keen interest in the ORGANIZATION through an understanding of the actions required from decisions made by the ORGANIZATION Board, Executive Committee and other committees. Strong written and verbal communication skills. Must have an outgoing, cooperative, service-oriented personality. Ability to take direction and manage multiple priorities accurately, within deadlines and with minimal supervision. Intermediate level experience in MS Office, Word, Excel, PowerPoint, and Outlook, including the ability to gather data, design and produce finished charts, graphs, reports and presentations, using the above software; possess the skills to produce lists, labels, badges and merged letters using information from ORGANIZATION's website and membership data. Excellent interpersonal skills necessary to establish and maintain working relationships with ORGANIZATION's Directors, Officers, volunteers, members, and office staff. Willingness to perform both professional tasks and routine office duties, such as filing, answering the phone, greeting visitors, making copies, posting mail, and assembling conference materials.
Salary/Hours	DOE
City, State, Zip	Houston, TX
Application Method	Apply online at https://www.superiorjobs.com/JobDetails.aspx?JobID=296654&returnURL=SearchResultsPostings.aspx
Opening Date	Immediately

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