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# Example of Membership Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of membership coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for membership coordinator

* Coordinate editorial, design and production of organizations bi-monthly publication
* Support and maintain relationships with the organizations allied members and industry partners
* Interact with Board of Directors as staff liaison for Membership and Events / Marketing committees
* Maintain first-rate customer service as the front-line contact to association clients and members
* Coordinate and execute membership renewal programs and identify opportunities to market and promote membership to potential new members
* Oversee the membership and month-end reporting processes
* Assist in the production of member communications, to include drafting and editing newsletters and e-alerts
* Assist with website and social media content management
* Coordinate and assist with conference and meeting responsibilities
* Serve as liaison to various association committees and provide support to volunteers

## Qualifications for membership coordinator

* Enthusiastic, positive attitude, strong work ethic and team player essential
* With executive director and manager, review monthly financial statements and participate in the development of the annual budget, monthly financial forecasting and annual audit activities
* Assists with sales and marketing
* Three years of membership or customer service experience
* Experience working with a membership database (iMIS experience is a plus)
* Must be energetic, self-starting, and dedicated to the work of the organization