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# Example of Membership Coordinator Job Description

Our innovative and growing company is looking for a membership coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for membership coordinator

* Assist with sales and membership and outlet events
* Handle RSVP lists for member events, confirmation, greet and check in members at Prospective Member Parties
* Applies advanced knowledge in administering day-to-day activities of the Hotel Front Desk
* Assists in Hotel Group Management
* May supervise, plan, schedule and review the work of front office staff as it relates to membership data entries to assure that the membership module of Northstar is kept up-to-date
* May develop innovative measures and ideas outside of standard procedures to improve and update the Athenaeum website
* Participates in special department projects assigned by Director
* Assists in any other tasks as assigned by the General Manager and the Director, Hotel Operations and Membership
* Audit all banquet charges miscellaneous charges that are posted to master accounts for accuracy
* Handle correspondence and communication to customers, corporate office, our owners regarding billing matters

## Qualifications for membership coordinator

* Bachelor’s degree and/or two - four years relevant work experience
* Be experienced in handling a wide-range of responsibilities, be exceedingly well organized and demonstrate exceptional attention to detail
* Have outstanding written and oral communications skills
* Possess the ability to prioritize, plan, organize and carry out multiple assignments simultaneously and work effectively to achieve multiple objectives within a time-sensitive framework
* Experience communicating, coordinating and collaborating with volunteers, staff and/or members
* Possess a high-level of professionalism and confidentiality while remaining flexible, proactive, resourceful and efficient