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# Example of Membership Coordinator Job Description

Our growing company is hiring for a membership coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for membership coordinator

* Directing core team members and vendors to develop, provide input and oversight of program content, toolkits and other various related program materials
* Manage day-to-day program logistics
* Participate and present information in all program related internal and external meetings
* Works within budgetary guidelines, is proactive, and works collaboratively in being a part of USS and achieving the greater goals of the organization
* Helps plan item specific budgets with the Events and Programs Director
* Demonstrates and respects fully USS budgetary policies and procedures
* Produces timely and accurate item specific expense, budget, and status reports as required
* Provides recommendations and input with regard to various budgetary efficiencies and execution when/where possible
* Assists the Director of Finance with monetary distributions to athletes and federations during the season
* Maintain address changes as current and timely

## Qualifications for membership coordinator

* Must be proficient in the tactical use of core platforms (Facebook, Twitter, blogs, YouTube)
* Candidate will be asked to provide examples of professional-related success, leveraging tools to effectively engage with key audiences on behalf of a brand/client/organization
* Willing to work flexible hours as this position entails working evenings, weekends (Saturday and/or Sunday) and holidays
* Must have strong project and time management skills
* Need a strong understanding of budget administration and forecasting
* Strong customer service, communication and organizational skills with great attention to detail