

Job Title: Member Services Administrator

Location: HYBRID: 75% Remote office work / 25% Travel and /In-Person Events

Time Commitment: Part Time averages 20-35 hours per month

Pay Range: \$20-\$30 Hour DOE

Reports To: Vice President Board Of Directors

To Apply: send resume and other supporting materials to womenofthesummit@gmail.com

Organization Description

Women Of the Summit is a local non profit committed to creating a community that connects and champions the Women of Summit County, Colorado.

Role Description:

We are seeking a self-motivated, remote, 1099 Contractor to provide comprehensive administrative support to our members, Board of Directors, staff and volunteers. This role requires excellent communication, organization, discretion, attention to detail, professionalism in all interactions, and ability to take direction. Ideal candidates are responsive and flexible in their time. The successful candidate values championing the women of Summit County Colorado.

Responsibilities

- All administrative duties related to servicing and supporting our members, and all other stakeholders including all aspects of fulfilling benefits, processing payments and servicing other needs.
- First point of contact for all members and public communication sources including CRM, email and social media.
- Deploy updates to the website, social media, third party pages, and send email blast as directed
- Provide a written weekly status update report via email to the Board of Directors and other staff.
- Attend a monthly meeting with leadership to review status reports.
- Maintain Current Membership Reports and Online Directory.
- Monitor and deploy new memberships and membership renewal efforts as directed.

Qualifications

- Communicates effectively with diverse groups of people verbally and in writing across multiple channels including email, zoom, text and in person meetings..
- Self-starter effectively works remotely using clerical and project management skills. Strong organizational abilities, with a proven track record of accuracy, and organizing digital files and community email box.
- Proficiency with digital tools including WIX, Google Suite, Facebook Business, Instagram and Linked in. Quickbooks familiarity is a plus.
- Ability to prioritize tasks and meet deadlines. .
- Passion for supporting women and alignment with the mission of Women of the Summit.