

Job Title: Membership and Chapter Development Assistant

Description:

Customer Service -

- Serve as first contact for member service (e.g., talk to members on the phone; fulfill requests; follow up on bounced back emails, addresses, etc.).
- Take membership renewal payments over the phone and contact unpaid members as required.
- Track membership renewals/applications.
- Assist with yearly chapter review process.

Computer –

- Update member records while corresponding with members (e.g., data in iMIS).
- Assist with data entry (e.g., changes in data for membership directory listings).
- Keep calendar of chapter (and Society related) events and make sure organization's materials arrive on time.
- Send out email blasts.
- Create membership presentations (e.g., pie charts, demographic reports, etc.).
- Coordinate chapter materials for annual directory and website.
- Generate chapter report.

Marketing -

- Staff membership booth during Medical-Scientific Conference and related meetings (make arrangements w/staff for materials, shipping to & from meetings, etc.).
- Assist with marketing activities associated w/dpt (e.g., merchandise sales and fulfillment).
- Work w/members on related meetings (e.g., AAAP, APA, STFM, etc.).

Administrative Services -

- Photocopy materials for meetings, conferences, etc.
- Filing (e.g., dues batches, directory verification forms, dpt correspondence).
- Send materials to chapter meetings.
- Send out dpt mtg announcements.
- Assist with budgeting and reports as required (e.g., merchandise revenue & sales).
- Order Fulfillment (e.g., merchandise).
- Assist Director as required; other duties as assigned.

Reports to: Director of Membership & Chapter Development

Requirements –

- Reliable and able to work independently. Knowledge of association work preferred.
- Some college required.
- Strong communication skills.
- Proficient w/Microsoft Office (e.g., Excel, Word, PowerPoint) and iMIS.
- Responsive to customers (e.g., return all phone calls within 24 hrs).

-Team player.

-40 hr work week; work from Chevy Chase, MD office during office hours of 8:30 a.m. - 5:30 p.m. ET w/1-hr lunch (This is NOT a work-from-home position).

Benefits –

Paid health (including dental)/life insurance for employees, parking benefit, 12 paid holidays per yr, 10 vacation days first yr (accrued throughout yr), 12 sick days per yr (accrue 4 hrs per pay period), 403(b) retirement plan, and a nice pleasant atmosphere. Salary low \$30's.

Send resume, cover letter, and salary requirements by **June 30, 2008** to:

ATTN: Director of Membership & Chapter Development

American Society of Addiction Medicine (ASAM)

4601 North Park Avenue

Upper Arcade, Suite 101

Chevy Chase, MD 20815-4520

(301) 656-3815 – FAX

NO PHONE CALLS, PLEASE.