



## Membership & Meetings Assistant

**Classification:** Non-Exempt

**Reports To:** Senior Vice President, Membership & Meetings

Resumes to be submitted to [careers@nbwa.org](mailto:careers@nbwa.org)

NBWA is seeking a Membership and Meetings Assistant to provide executive and departmental support to the SVP Membership and Meetings and administrative and logistical assistance to the Membership and Meetings Department.

### **Duties and Responsibilities:**

- Assist in the development of marketing plans for membership and meetings.
- Utilize association management software (AMS) system to update and maintain member records.
- Fulfill information requests made by members and the public.
- Prepare Membership materials as needed to include new member packets and materials.
- Assist with all department communications to include membership, meetings, and events.
- Assist with promotional mailings, conference materials, registration, and name badges for all NBWA meetings.
- Develops weekly agenda and participates in weekly department strategy meetings.
- Monitoring/updating the website as needed.
- Assist with the marketing and fulfillment of NBWA Member Services, including Distributor Productivity Report, Compensation Study, Cross-Industry Compensation Survey: Driver & Warehouse Positions and Webinars.
- Assist department head with NBWA Board elections, creating lists and materials to be utilized in the election process.
- Assist with sponsorship fulfillment items, deliverables and acknowledgement.
- Maintain inventory of department supplies, such as project specific brochures, conference materials and supplies, staff name badges, and signage.
- Provide administrative support to the Senior Vice President of Membership and Meetings.
- Performs administrative duties to support the Meetings & Membership team and NBWA office operations, including expense reports, scheduling, answering phones, filling in for front desk receptionist and assisting with meetings and events.
- Department point of contact for the info email box and member requests.
- Works on special projects and other duties as required helping to execute department's projects and advance the association's agenda.

### **Required Skills/Abilities:**

- Communicates clearly and concisely.
- Broad fundamental knowledge of basic accounting principles.

- Excellent knowledge of Excel, Word, Outlook, and PowerPoint applications.
- Ability to learn other computer software programs including Impexium Associate Management System and WHOVA App.
- Strong organizational, time management, and creative skills.
- Capable of managing multiple projects with minimal supervision.
- Capacity to accept and adapt changes and be flexible.
- Must be able to maintain good rapport with all departments.

**Education and Experience:**

- Undergraduate Degree preferred.
- Association experience preferred.
- Proficient in Microsoft Office 365 (Outlook, Word, Excel, Power Point).

**Benefits:**

NBWA provides competitive benefits.

**Work Environment/Physical Demands:**

*This job is performed in a professional office environment. This position regularly uses standard office equipment such as phones, copiers, and computers. While performing the duties of this position, the employee may occasionally be required to lift boxes that weigh 20 lbs. and stand for long periods of time.*