

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION

TITLE: MEMBERSHIP SPECIALIST

STATUS: *NON-EXEMPT*

REPORTS TO: *PROFESSIONAL DEVELOPMENT MANAGER*

DATE: *JANUARY 2020*

POSITION SUMMARY:

Provide administrative support to the Iowa Association for the Education of Young Children (Iowa AEYC) Executive Director, Iowa AEYC Governing Board, and Iowa AEYC Affiliate chapters and members, and other tasks as determined.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

GENERAL:

1. Maintains effective and orderly filing system for Iowa AEYC association records, including computer files, under direction of Executive Director or Professional Development Manager.
2. Maintains membership areas of the Iowa AEYC website.
3. Provides front-desk reception coverage, as requested by Executive Director.
4. Responds to general program requests in a helpful, friendly, and professional manner; and directs person to staff person most appropriate to respond.
5. Provides support to Iowa AEYC staff, as requested by Executive Director.
6. Maintains confidentiality of Iowa AEYC Governing Board, Iowa AEYC staff, Iowa AEYC members, and clients.
7. Assists at registration desk and/or membership table at Iowa AEYC Early Care and Education Fall Institute and/or Iowa AEYC Spring Leadership Institute.
8. Provides back-up coverage for leadership webinars with NAEYC Director of Affiliate Relations, other NAEYC staff, and AEYC affiliate staff; and completes a report regarding conference calls, as requested by Executive Director.
9. Files permanent records and historical records of Iowa AEYC, including copies of minutes and other business matters.
10. Completes Iowa AEYC Affiliate Annual Report with support and approval from the Executive Director

GOVERNING BOARD SERVICES:

11. Prepares materials, forwards communications, and responds to requests from Governing Board members after approval by Executive Director.
12. Maintains records of approved meeting minutes from Governing Board Secretary, approval items, and Governing Board history.
13. Maintains compliance with NAEYC affiliate requirements.

CHAPTER SERVICES:

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14. Promotes and maintains relationships with Chapters.
15. Sends monthly Chapter News through email, including ideas from Executive Director, Professional Development Manager, and Membership Specialist, including possible requests from Iowa AEYC staff and Governing Board members.
16. Writes articles, as requested and approved, by Professional Development Manager and Executive Director.
17. Sends monthly membership lists to all chapters with highlighted new and expired/expiring members.
18. Communicates with chapters, as determined.

MEMBERSHIP SERVICES (UNDER THE DIRECTION OF THE PROFESSIONAL DEVELOPMENT MANAGER):

19. Promotes and maintains relationships with members.
20. Processes incoming membership applications including generating timely check requests to send to NAEYC.
21. Creates Iowa AEYC Weekly and distributes to membership after approval by Professional Development Manager and Executive Director.
22. Supports NAEYC Association Membership System (AMS) and performs other membership duties.
23. Communicates with members, as determined.
24. Copies and emails/mails Iowa AEYC award forms as requested, forwards submitted grant applications to Executive Director, and monitors grants for follow-up requirements.

ADDITIONAL DUTIES:

Performs other duties as directed by Professional Development Manager and Executive Director.

QUALIFICATIONS:

Associate's Degree in business, communications or related field required and experience in early childhood education preferred.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

None required for the position. Annual Iowa AEYC/NAEYC membership Iowa paid by Iowa AEYC.

WORK RELATIONSHIPS AND SCOPE:

Reports directly to Professional Development Manager. Work closely with Executive Director; Professional Development Manager; Iowa AEYC Governing Board; Iowa AEYC staff; and members, clients, vendors, and others in a professional manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient use of computer and MS Office applications; professional demeanor and appearance; interpersonal skills, including the ability to maintain positive relationships with individuals at all levels; ability to write and complete reports, business correspondence, procedural manuals, and other documents; and satisfactory performance of essential duties.

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WORKING CONDITIONS:

Work is performed primarily in an office environment with little chance for personal injury. Deadline pressure is an integral part of the position. Frequent mental and visual concentration is required for computer/print and reading/assimilating computer information. Work hours are generally during normal business hours, totaling 30 hours per week, with potential of variation in work hours due to special projects, deadlines, and other activities. Work hours may include occasional evenings and weekends. Some travel may be required.

MEASURE OF PERFORMANCE

Quality, accuracy, timeliness, reliability, and thoroughness of work performed; effective communications; positive, friendly, and helpful demeanor toward Executive Director, Professional Development Manager, Iowa AEYC Governing Board, Iowa AEYC staff, members, clients, and others; responsive to information needs of administrative staff; soundness of business decisions made; and maintenance of confidential business and financial information.

EQUIPMENT OPERATED:

Utilizes a computer and printer for word processing, spreadsheets, email, Internet/intranet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the employee. The employee may be required to perform other job-related duties as requested by Executive Director or Professional Development Manager. Requirements and expectations of the position are subject to change over time and for possible modification to reasonably accommodate individuals with a disability.

I acknowledge this job description is neither an employment contract nor a legal document. I received, read, and understand the expectations for the successful performance of this position.

Received by Employee

Date