

Membership Services – (Communications, Marketing, Events, Administrative)

The Alberta Water & Wastewater Operators Association ([AWWOA](http://www.awwoa.ca)) is a not-for-profit organization committed to delivering training and networking opportunities to over 2000 members across Alberta. The AWWOA hosts two conference style events each year and various other training opportunities for industry professionals to expand their knowledge and networks.

POSITION SUMMARY:

The primary responsibilities of the membership services position is to provide communications, marketing, training and event services and registrations, report writing and office administrative duties. Security clearance is a prerequisite.

QUALIFICATIONS:

- Post-secondary education. (Business/ marketing/ Communications)
- A minimum of two years of related experience.
- Experienced in communications in various mediums (social media, web, newsletter, email)
- Experience in Microsoft Office products.
- Strong customer service and communications skills.
- Detail oriented and critical thinker – able to provide and receive feedback for continuous improvement of product, services, process and procedures.

COMMUNICATIONS:

- Ensure the AWWOA website is maintained and up-to-date. Including career postings page.
- Coordinate and maintain AWWOA's Twitter and Facebook accounts.
- Provide ongoing review and input on the AWWOA's marketing plan
- Develop marketing/ advertising campaigns and materials for AWWOA products/ services.
- Assist members with set up and monitoring of online profiles.
- Provide editing assistance and content development for AWWOA's newsletter, programs, courses, and audio visual requirements.
- Develop member communicating emails for training opportunities and AWWOA events.

ADMINISTRATIVE :

- Monitor online registrations for events, training and memberships.
- Assemble course materials and maintain inventory of course books.
- Maintain correspondence/online course database.
- Answer telephone and email inquiries from operators and members regarding AWWOA services and events.

Membership Services Reports to: AWWOA Executive Director and works closely with the Program Coordinator to deliver services.

Hours of Work: 40 hours per week, Monday to Friday.

Salary: \$40,000 - \$52,600 (annually) with a comprehensive benefits package.

How to Apply

Email connect@awwoa.ab.ca

Mail Alberta Water & Wastewater Operators Association
10806-119 Street, Edmonton, AB T5H 3P2

Deadline July 20, 2018

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.