



Membership and Social Media Coordinator

Summary of Position: The Membership and Social Media Coordinator is responsible for the overall management and success of the membership program, managing AMGA's social media presence, coordinating scholarship and professional purchase programs, managing the purchase and sale of AMGA and IFMGA merchandise, assisting in the day-to-day operations of the AMGA office, assisting the Executive Director with projects, and supporting the organization's events.

Membership

- Develop exceptional working relations and communication with members
- Answer member questions regarding payments, transactions, member benefits, program certificates, and other topics via phone and email
- Manage database systems, resolve duplicate entries, ensure delivery of automated new and renewing member notices, create standard operating procedures, update membership list in newsletter software, general problem solving, and other related duties
- Report accurately on membership income and statistics

Social Media

- Coordinate strategy and manage AMGA's social media presence to promote the organization and engage our members
- Coordinate AMGA's email newsletter and member email updates

Pro-purchase and Merchandise

- Promote and manage professional purchase program for members
- Increase income from AMGA merchandise sales via new products or other creative approaches
- Fulfill paid and complimentary merchandise and professional credential orders; track all inventory

Office Management

- Support co-workers by coordinating a well functioning office environment
- Manage mailing/shipping services for the office, pickup mail at post office box

- Purchase office supplies and equipment, coordinate office cleaning and maintenance, and communicate with building management as needed

Organizational Support & Events

- Manage and administer all aspects of AMGA's course scholarship program
- Responsible for coordinating AMGA's annual awards
- Field telephone calls, manage office filing systems, and limited data entry
- Handle payment of routine invoices by transmitting these to bookkeeper
- Assist the Strategic Partnerships Manager with the Annual Meeting
- Assist the Executive Director with organization of Board of Director meetings
- Support the Executive Director on short and long-term projects as assigned

Requirements

- Strong verbal and written communication skills
- Detail oriented and the ability to multi-task
- Computer skills: Word, Excel, Email; experience or ability to learn customized membership database (CiviCRM), Wordpress, WooCommerce, Constant Contact, and other software
- Ability to take direction and work independently with minimal supervision
- Interest in the mission of the AMGA; experience with climbing, skiing, guiding, or outdoor education is preferred

Compensation

- Competitive salary dependent upon experience
- Generous time off including paid holidays, vacation, & personal time off
- 100% coverage of Medical and Dental Insurance
- Participation in pro-deals
- Substantial discount on participation in AMGA Mountain Guide programs
- A flexible work environment

The AMGA is a casual and professional office environment that encourages employees to meet their professional goals and often promotes from within the organization. The mission of the AMGA is "To inspire and support a culture of American mountain craft." We are willing to consider some flexible scheduling that may accommodate guiding, instructional, outdoor, or other pursuits. If you are interested in applying for this position, please submit a cover letter and resume to employment@amga.com. No calls please. Position open until filled, please apply as soon as possible.