

Membership and Office Coordinator

Position Description

The membership and office coordinator is the primary contact for all membership inquiries and member support surrounding MSVMA's robust programming. They provide support for the Michigan School Vocal Music Association's membership database, website, technology functions and coordination of its marketing program including social media and basic graphic design. They also provide administrative services for the State Office such as basic accounting and reporting. Accounting responsibilities include verifying financial data and maintaining accurate records, supporting monetary transactions, resolving accounting issues and supporting the financial and information needs of the Association members.

Responsibilities

- Manage membership database including monitoring data integrity
- Manage Association website & social media including content, accuracy and functionality
- Assist volunteer members in updating website content
- Assist members in accessing Association benefits and information
- Assist with the medals, plaques and certificates acquisition and distribution process
- Assist with the scheduling process
- Process bills, checks, receipts and other documents
- Monitor financial transactions
- Enter data and maintain updated records
- Report status of accounts and discrepancies
- Provide administrative support for the State Office, including answering member phone calls and inquiries

Occasional Responsibilities

- Provide recommendations regarding technology - hardware and software purchases
- Install and integrate software and systems for maximum operational efficiency
- Monitor and report analytics for website and social media traffic
- Develop Google forms to collect data for Association and format data for end user(s)
- Develop and implement marketing plans and programs
- Design logos, programs, publications and other Association-related items
- Research purchases such as swag and trade show booth and festival signage
- Assist in the review and improvement of MSVMA operational policies and procedures

Requirements

- Communication skills and experience working with inside stakeholders such as members, board of directors, and parents
- Knowledge of basic bookkeeping and financial transactions (Quickbooks)
- Basic understanding of technology, including: websites, social media, databases, Google products
- Team-oriented worker passionate about collaboration and connection

Preferred Qualifications

- Bachelor's degree in communication, general business, or related field
- Knowledgeable in the Adobe Suite programs including Photoshop, Illustrator and InDesign
- Basic graphic design experience
- Experience in managing standards and legal requirements for use of copyrighted material
- Experience with the legal and ethical standards for the release of information about minors

Hours

Hours per week will be variable depending on the workload with anticipated average of 40 hours per week. MSVMA activities are connected to Michigan's middle, junior, and high schools with the workload mirroring school schedules. Office shutdowns occur for holidays (Thanksgiving, Christmas) and Fridays from Memorial Day through Labor Day. Some schedule flexibility with remote work is an option, but this position must regularly be in the office an average of 2 days during the summer months and at least 4 days during the school year to fulfill the administrative aspects of the position.

Compensation & Benefits

- \$30,000 Annual Salary
- Health Benefits
- Competitive Retirement Plan with 3% company match
- Generous PTO and time-off package

To apply, please send a resume and cover letter to Executive Director, Erik Jacobson, at erikjacobson@msvma.org.