

Position Available

Texas Chapter International Society of Arboriculture

Member Services Specialist – Part Time

Closes May 31, 2019

BASIC FUNCTION:

As an independent contractor, the Member Services Specialist will assist in the planning and delivery of member, certification and volunteer services for the Texas Chapter of the International Society of Arboriculture (ISAT).

NATURE AND SCOPE:

The Member Services Specialist will work with the Executive Director to develop and implement operational plans for increasing the number, involvement, and retention of members, volunteers and certificants. This position will also be a key liaison with members, certification holders, volunteers and relevant ISAT Committees.

REPORTS TO: Executive Director

DUTIES AND RESPONSIBILITIES:

Member, Certification and Volunteer Services

- Develop and implement operational plans for increasing the number, involvement, and retention of members, volunteers and certificants.
- Manage the day-to-day member, volunteer and certificant recruitment, deployment, recognition, and retention activities of the ISAT office.
- Respond to member, certificant and volunteer inquiries for information.
- Work with the Certification Chair to develop and coordinate regional Certified Arborist preparation courses and testing and assigning CEU's to events.
- Assist the Publicity and Outreach Committee with coordinating member and volunteer services and social media.
- Assist with communication links to members such as the In the Shade newsletter, TreEmail and the web site.
- Provide regular reporting on progress to increase members, volunteers and certificants.

REQUIREMENTS:

- Candidate must be a proven team player with at least 4 years hands-on experience organizational development and operations and marketing/sales.
- Demonstrated understanding of best practices in member satisfaction, certification programs, volunteerism and team development.
- Demonstrated understanding of concepts of nonprofit business organization.
- Demonstrated understanding of office management and accounting.
- Must be able to work as an independent contractor on a flexible schedule from a home office for 10-15 hours/week. The position is paid \$1,290/month.
- Must be available off-hours as situations warrant. Must be able to travel occasionally to meet operational needs. Travel expenses will be reimbursed.

TO APPLY:

All applicants must send a cover letter, resume and complete contact information for at least three references. Applications must be submitted by May 31, 2019 to John Giedraitis, ISAT Executive Director at jgg@isatexas.com, 2013 Oakwood Trail, College Station, Texas 77845. Email or call 979.324.1029 for more information.



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