

## ADMINISTRATIVE AND MEMBERSHIP ASSISTANT

This is an exempt, professional position providing administrative support for WMCCAI. This role handles day-to-day support to the chapter staff, including the Executive Director, and is the lead staff on membership data reporting.

- Performs administrative tasks as assigned, including, but not limited to answering incoming calls, preparing correspondence, schedule meetings, mailings and other.
- Provides administrative support for various committees including managing Zoom links, updating committee rosters and maintaining records of meeting minutes.
- Monitors the general email box and voicemail to respond to member inquiries.
- Supports the membership renewal cycle by serving as the main contact with CAI National for membership reporting.
- Responds to inquiries from members and nonmembers on chapter activities and programs.
- Updates and maintains member records; uploads data from CAI National monthly and makes updates as needed locally.
- Provides program and event support as needed; assembly of badge and registration materials, assisting attendees with registration process, support onsite at the direction of the Programs Manager.
- Other duties as assigned.

### Experience and General Requirements

- Minimum of 1-3 years in non-profit associations with an understanding of membership cycles in nonprofit associations.
- Strong skills in Microsoft 365 Suite specifically Outlook, Excel, Word and PowerPoint
- Self-starter who can work independently as part of a team
- Strong communication and organizational skills required.
- Ability to adapt and pick up new techniques and technologies.
- Works confidently under pressures with overlapping projects.

### Notes:

Telecommuting is allowed with Executive Director approval.

**Additional Salary Information:** Salary range for this position is \$50,000 - \$55,000 annually, based on experience. The benefits package includes 100% coverage for medical and dental insurance premiums for employee, optional vision insurance paid for by employee, 401K with annual match, generous PTO program, and optional flexible spending account.

**To Apply:** Send a resume to [hr@caidc.org](mailto:hr@caidc.org). Resumes will be reviewed as they are received, and the position will be posted until filled.