

Corporate and Individual Membership Engagement Co-Ordinator

This position will be responsible for coordinating functions and providing back-up for membership initiatives to contact members and potential members, and provide customer service.

In addition, this position will provide support to the Director, Corporate and Individual Membership & Volunteer Engagement.

Successful candidates will preferably possess a combination of education and experience which demonstrate the necessary skills and abilities required for the position.

The incumbent preferably has a Bachelor's Degree, and possesses the ability to communicate and listen well.

Strong interpersonal skills - able to interact with diverse variety of organizations and people. Must be a good problem solver and facilitator, with excellent analytical skills.

Must have strong attention to detail, great organizational skills, and excellent time management. Good business writer.

Ability to remain calm in high pressure situations, ability to work independently and maintain a high level of professionalism highly desired.

Should possess Experience in Microsoft Office: Word, Excel, and Outlook. Advanced computer and editing skills preferred.