



Membership & Events Associate

North Dallas Chamber of Commerce

The North Dallas Chamber of Commerce is a private, nonprofit, membership-driven organization comprised of Dallas area business enterprises, civic organizations, education institutions & nonprofit organizations. Through a variety of partnerships, volunteers, & visionary civic leadership, we mobilize resources to support & sustain the economic prosperity of the North Texas region.

The ideal candidate for the Membership & Events Associate position is an individual who is detail oriented, can think strategically, find solutions, and manage multiple tasks. The position requires experience with data management, customer service, and marketing. This position also provides support in copyediting, writing, and website management.

The Membership & Events Associate is responsible for:

- Maintaining database information for member organizations, events, and general chamber use.
- Oversee all accounts billing and reconciliation related to membership and events.
- Planning and assisting with all conferences, membership functions and chamber programming.
- Assist in planning and organizing the Membership & Engagement Council and the Marketing & Communications Council
- Assist with marketing and communications for the Chamber related to membership and events.
- Assist with management of social media content and website management

Knowledge, Skills & Abilities

- Bachelor's degree preferred.
- Experience in data management systems, customer service, and marketing.
- A detail-oriented self-starter with demonstrated skills in taking initiative, problem-solving, managing multiple tasks.
- Aptitude for working with volunteers & building relationships at all levels of an organization.
- Excellent writing & communication skills with the ability to develop & sustain business relationships.
- Knowledge of MS Word, MS Excel, MS Outlook, MS PowerPoint, CRM databases & software.
- Experience with WordPress and HTML is a plus.
- Superior organizational skills & ability to work a flexible schedule as needed.
- Valid driver's license & reliable personal transportation to effectively attend off site meetings.

Job Type & Compensation

- Full-time position
- Competitive compensation and benefits package including:
 - Annual compensation range \$38k-\$50k depending on experience.
 - 401k and profit sharing as eligible
 - Employer paid medical/life/disability insurance
 - PTO and holidays

Please send resume and cover letter to mmcquery@ndcc.org. No phone calls accepted.