



## **Membership Marketing and Recruitment Assistant (2010-8)**

### **Organization Description**

SEIA is the national trade association of solar energy manufacturers, project developers, distributors, contractors, installers, architects, consultants and financiers. Established in 1974, SEIA works with its 1,000 company members to make solar energy a mainstream and significant energy source by expanding markets, reducing market barriers, strengthening the industry and educating the public on the benefits of solar energy. SEIA has 24 full-time staff and supports a rotating intern program.

### **Position Description**

The Membership Assistant reports to the Director of Membership. The Membership Assistant is responsible for recruitment and providing support with duties including but not limited to:

- Membership recruitment and retention campaigns including creation and dissemination of communications, identifying and recruiting new members, maintaining and updating an accurate recruitment database, and targeting new areas for membership growth
- Annual dues renewal campaign
- Activities related to the association's membership booth at annual meeting and other events as needed
- Assist members with questions about membership, renewals, and benefits
- Administrative tasks include update and maintenance of member database, in-house renewal processing, file update and maintenance and other tasks as assigned.

### **Qualifications**

College degree and two to three years experience within an association membership department specializing in membership recruitment. Advanced skills in Microsoft Word, Excel and Outlook. Energetic, professional, and self-motivated personality with effective oral and written communication skills. Enjoy meeting and talking with people and have exceptional interpersonal skills necessary to build rapport with prospective and existing members. Comfortable with cold calling. Excellent organizational skills and attention to detail. Strong skills in process management, database management, customer service and project management with ability to work independently and as part of a team. Strong ability to prioritize multiple tasks and meet deadlines. Some travel required. Must have a good sense of humor and interest in advancing clean energy in the U.S.

**Education**

Bachelor's Degree is required.

**To Apply**

Please submit a cover letter, resume, salary history and writing sample to [jobs@seia.org](mailto:jobs@seia.org) with the subject **"2010-8 membership."** No calls please; direct applicants only, no search or placement firms. Positions are open until filled. SEIA is an equal opportunity employer. Learn more about SEIA at [www.seia.org](http://www.seia.org).