



<https://www.premierpersonnelgroup.com/find-a-job/membership-engagement-specialist/>

MEMBERSHIP ENGAGEMENT SPECIALIST

Description

This position assists in driving growth and retention in the organization's membership and engaging members, particularly those on special committees. Activities will include regular check-ins with special committee leadership, managing committee rosters, tracking committee activities, and working in collaboration with other internal departments to plan and execute committee meetings and special events. The person in this role will also work with members to collect materials for Continuing Legal Education (CLE) programming for the Annual and Mid-Year meetings and take on other tasks related to membership engagement as assigned.

Responsibilities

- Monitor committee activities and identify opportunities for increased committee
- Track and report back to leadership on the activities of each committee both anecdotally and in a quarterly report.
- Plan and coordinate events, in conjunction with Committee chairs, such as CLE programs, dinners, networking and diversity initiatives, and oversee the engagement of Committee chairs with all departments as well as with the use of company resources such as Community Net, social media, and other communications and marketing tasks.
- Guide Committee Chairs as to Association policy in connection with their activities, including reports to the Board of Trustees.
- Engage members in activities by posting regularly on CommunityNet and other communications channels to provide information about upcoming CLE events, issues, and happenings, as well as additional posts requested by chairs.
- Execute comprehensive marketing campaigns, as developed by the membership team, using targeted email and other media, to attract new members and retain existing ones, as well as monitor campaign performance and suggest refinements.
- Collaborate with other departments to identify target audiences, create compelling value propositions, and communicate membership benefits
- Support initiatives and events that enhance member
- Adapt to evolving organizational needs and take on additional responsibilities as directed by senior management.

Qualifications

- Bachelor's degree in Marketing, Business, or a related field or equivalent
- Strong project management skills, attention to detail and ability to meet
- Excellent written and verbal communication
- Excellent organizational
- Proficiency in the MS Office
- Comfort with technology and a desire to learn more, including database and project management software.
- Interest in membership or customer growth, event marketing, and

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Job Location

New Brunswick

Base Salary

\$ 50k - \$ 53k

Working Hours

35 hr. work week

engagement

- Excellent interpersonal skills including a friendly, customer-service oriented
- The ability to multitask and prioritize
- Ability to work with both a team and
- Occasional attendance at offsite events and evening availability
- An interest in various fields of the