

## **JOB POSTING - WFA Membership Coordinator**

### **Summary of Duties:**

The Membership Coordinator represents the interests of the Western Fair Association in pursuing all membership initiatives. Position is responsible for the development and engagement of existing membership, as well as targeting, enlisting and engaging a number of new members monthly/annually. Responsible for the general administration and communication of membership initiatives in support of the membership program, which include: relevant membership meetings (Fair Board, Advisory Councils -TBD) database, website, event liaison, member orientation and training, all print materials associated with membership and assigned duties as required.

### **Duties Performed:**

- Attracting new members that meet specific skill sets to compliment the organizations goals and objectives, as well as its mission.
- Orienting/training new and existing members.
- Educate members on their relationship to the organization.
- Explore member roles and find meaningful ways to engage them.
- Educate WFA staff on the importance of supporting and engaging membership.
- Processes new member applications and prepare recommended applications for board approval.
- Schedules meetings, prepares agendas, attends meetings, takes and produces minutes for all membership based committees. (Currently Fair Board, which may evolve into four Advisory Council Committees)
- Preparing correspondence/packages for existing/new members.
- Develop and implement a new membership database system that supports the communications and engagement objectives of the program.
- Responsible for creating and posting meaningful content to the dedicated membership website. Also communicates in-person, email, phone, letter as required.
- Creates and facilitates an annual event that recognizes membership, as well as coordination and planning of a variety of events and functions relating to Association matters (i.e.: Annual General Meeting, President's luncheon, Social/ Business Events and Industry Related Events)
- Works in coordination with CEO and Corporate Affairs Manager on membership growth and retention by developing and executing annual plans/programs in the area of membership growth and retention.
- Performs related duties as assigned.

### **Skills and Qualifications:**

- College or University degree in related discipline.
- 3-5 years related experience.
- Exceptional time management skills and ability to prioritize and work within deadlines, extended hours and matters of a confidential/sensitive nature.
- Exceptional interpersonal / interactive skills - often times initial contact with Membership and executive level organization and industry contacts.
- Comprehensive computer skills.

All qualified applicants should submit their resume by September 10, 2010 to:

Western Fair Association  
Human Resources Department  
Fax: (519) 438-8012  
E-mail: [hr@westernfair.com](mailto:hr@westernfair.com)  
Mail: 316 Rectory Street  
P.O. Box 7550 London ON N5Y 5P8  
Or in person

We thank all applicants: however, only those selected for an interview will be contacted.