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**JOB ANNOUNCEMENT
Membership Coordinator**

GSRWA, a nonprofit statewide membership organization, is dedicated to supporting water and wastewater utilities through onsite technical support, training classes, and legislative representation. GSRWA was incorporated in 2005 and is a member of National Rural Water Association. We have an open position for Membership Coordinator in our Walpole, NH office.

Summary of Position

With a “can-do” attitude, serve as the bright and positive coordinator of GSRWA’s membership programs and services. The Coordinator will maintain membership databases for the purposes of coordinating with our accounting firm, email lists for constant contact, development and circulation of membership directory and mailing lists for various purposes including association newsletter. The Coordinator will personally contact people with expired memberships through letters, phone calls, and emails. S/he will help to develop and maintain “become a member/renewal” systems which are efficient and promote membership retention and growth. S/he will work with Field Staff to renew expired memberships by posting data on a weekly basis. Using Field Staff logs, s/he will recruit new members and renew expired members. The Coordinator will help promote our membership benefits package.

Experience: Familiarity with Microsoft Office including applications such as Excel and Word is required. Ability to create mail merges preferred. Proven track record of willingness to go above and beyond and work as part of a team.

Skills, Traits and Characteristics Necessary for Success: Excellent verbal, written and organizational skills. Positive attitude and ability to work effectively within a diverse community. The ability to stay focused and pay attention to detail. Excellent customer service skills, ability to work independently, and a professional, courteous manner.

Hours: Scheduled for 20 hours per week Monday-Friday. Days and times are flexible.

Salary: \$15-\$16/hour commensurate with experience.

See www.granitestatewater.org for more information about Granite State Rural Water Association. Submit cover letter and resume to the address below or by email:

info@granitestatewater.org

Human Resources

GSRWA

PO Box 596

Walpole, NH 03608

GSRWA is an equal opportunity employer.

Supporting Water and Wastewater Systems in New Hampshire