

The Conservation Society of San Antonio  
**JOB DESCRIPTION**

**JOB TITLE: Membership and Communication Assistant**

*Incumbent:* Pending  
Supervisor: Society Director of Operations  
Evaluator: Society Director of Operations

**JOB SUMMARY**

Supports organizational objectives by coordinating member communications and database, participating in marketing and outreach programs, and assisting with general administrative and committee functions.

**REQUISITE SKILLS/EDUCATION**

1. Requires a minimum of Associate's Degree or 4-years related experience, or equivalent combination of education and experience. Non-profit experience preferred.
2. Effective time management with ability to hit deadlines; strong writing skills, and experience in software programs including Microsoft Office and Adobe Creative Suite. Proficiency in constituent management software and social media platforms.
3. Has a working knowledge of the Conservation Society and is informed about the general history of San Antonio.
4. Must be able to work with volunteers and maintain a pleasant demeanor while multi-tasking and performing in a sometimes highly active environment.

**JOB DUTIES**

1. Manages membership database and provide member lists as needed.
2. Assists with all stages of the annual membership drive, including but not limited to: membership renewal mail out and a confirmation letter of the members' renewal status.
3. Assists with all stages of the Capital Club membership, including but not limited to: the membership renewal mail outs, marketing to prospective members, and coordination of membership benefits & events.
4. Responds to all inquiries related to membership, dues, volunteer opportunities, and benefits.
5. Reconciles membership, Capital Club and donation records with the Society Bookkeeper.
6. Assists in the coordination of Membership events throughout the year. Attends events as needed.
7. Manages communications with including social media and digital communications.
8. Creates, edits and maintains website content using website management software as needed for the Society and Committees.
9. Assists in the production of the yearbook, periodic newsletters, and other publications for print and digital distribution.
10. Creates invitations, flyers, marketing materials, etc. in a timely manner as needed.
11. Researches and post social media on behalf of the Society in coordination with the President and Executive Director. Monitors Society postings and comments and identifies appropriate links and responds on behalf of the President.

12. Provides staff support for assigned committees. Ensures all tasks are carried out before deadlines. (Tasks include but are not limited to: assists chairmen with completing and submitting applications, submitting bills to accounting, communication with committee members to schedule meetings and events with the President and Executive Director as needed.)
13. Assists committee chairmen with budgets as needed.
14. Provides back up support to the Receptionist / Secretary.
15. Available for extended hours/ days during events as needed.
16. Must be flexible and perform other duties as required.

**PHYSICAL FACTORS**

1. Must be able to remain in a stationary position for 75 percent of the time.
2. Lifting and carrying up to 20 pounds
3. Occasional bending, kneeling, and reaching.

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JOB DESCRIPTION EFFECTIVE:      October 5, 2020  
ANNIVERSARY DATE:  
CLASSIFICATION:                      Non-exempt, full-time hourly

Approved by: \_\_\_\_\_  
Patti Zaiontz, President  
The Conservation Society of San Antonio