POSITION: Membership and Communications Manager
SUPERVISED BY: Director of Membership and Communications
STATUS: Regular, Full-Time Exempt
PAY RANGE: $35,000 - $45,000
LOCATION: New Mexico Headquarters (Albuquerque, NM)

POSITION SUMMARY:
The Membership and Communications Manager reports directly to the Director of Membership and Communications, and also works with the Director of Strategic Initiatives and Research, the Director of Business and Program Development, the Chief Technology Officer and the CEO. The Membership and Communications Manager is primarily responsible for assisting in the development of and coordinating projects within the Membership and Communications Department.

The Membership and Communications Manager provides a high level of service to AISES pre-college, higher education and professional members and prospective members. In addition to coordinating and administering the established membership activities, this position will also work with the Director of Membership and Communications increase the membership and educate the public about the mission of AISES.

The Membership and Communications Manager is expected to be detailed-oriented, highly organized and reliable. The position is also required to work extensively with the AISES membership database which requires detailed data entry and management.

ESSENTIAL FUNCTION/RESPONSIBILITIES:
• Implement annual and long-term membership plans including effective and creative strategies for membership recruitment and retention.
• Receive, process and manage new and renewed annual memberships.
• Monitor and maintain the online membership processing system.
• Respond to inquiries from the public.
• Receive, process and manage Sequoyah pledges and memberships.
• Maintain current and accurate member data and demographics.
• Prepare membership reports including detailed reports on membership-related data, including reports focusing on regional concentrations of members, demographics summaries and areas for potential growth of membership base.
• Collect, review and input program data into a computer processing system in appropriate formats for active and historical data.
• Query data as needed to produce program reports for program staff, executive management and the general public.
• Support preparation of public information including print pieces, annual reports, press releases & e-blasts.
• Assist as needed with organization-wide activities such National Conference, Leadership Summit and other duties as assigned by Executive leadership.
• Assist with the website and job board.
• Maintain database of contact information for advisors and officers of pre-college affiliates and college chapters.
• Assist Director with various committees and councils.
• Assist Director with the National and Regional student representatives.
QUALIFICATIONS:
- Minimum of an Associate’s degree in Business, Communications or similar fields.
- Thorough understanding and sensitivity to Native American history and culture and an awareness of the role and importance of traditional culture in the contemporary Native community.

SKILLS, KNOWLEDGE & ABILITIES:
- Perform responsible administrative and clerical work with speed and accuracy.
- Knowledge of computer operation and use of software to include MS Office Suite (Excel, Word, PowerPoint & Access), online application management systems, communication tools/applications, social media tools, other databases, .html and software.
- Working with databases and other related tracking systems.
- Understands and follow oral and written directions.
- Requires excellent interpersonal skills in order to provide exceptional service to AISES members.
- Meets schedules and timelines.
- Must be detail orientated, resourceful and well organized.
- Communicates effectively both orally and in writing.
- Must be customer-focused and possess strong customer service skills.
- Requires a positive attitude and the ability to work within a strong team oriented environment.
- Must be committed to incorporating appropriate quality control and customer service principles into all aspects of work.
- Must have a high energy level; must have the physical ability to stand for long periods of time and lift up to 25 lbs.
- Requires periodic out of town travel, including AISES events.

ABOUT AISES:
The mission of the American Indian Science and Engineering Society (AISES) is to substantially increase the representation of American Indians, Alaska Natives, Native Hawaiians, First Nations and other indigenous peoples of North America in science, technology, engineering and math (STEM) studies and careers. Founded in 1977, with a rapidly expanding membership of more than 3,800 individual members, the American Indian Science and Engineering Society (AISES) sustains 189 chartered college and university chapters, 15 professional chapters, and 158 affiliated K-12 schools supporting American Indian students the critically needed disciplines of Science, Technology, Engineering and Math (STEM). AISES has awarded over $10.3 million in academic scholarships to American Indian STEM students. Through scholarships and internships, workforce development and career resources, national and regional conferences, science fairs, leadership development and other STEM focused programming, AISES is the leader in STEM opportunity for American Indians.

Interested candidates must send cover letter, resume and three professional references via email to:
Lisa Paz, Director of Membership and Communications, at: lpaz@aises.org

CLOSING DATE: February 1, 2016
To view this job announcement on the AISES website, go to: http://www.aises.org/careers