



The Associated General Contractors of Alaska
Job Description - Membership Director

Organization & Position Overview:

The Associated General Contractors of Alaska (AGC) is the leading construction association in the state serving 600+ companies. Our mission is to advocate for our members and the Alaska construction industry at large, provide educational opportunities, and to make the public aware of our members' skills, talents, and integrity. Our members are the best in the industry, and we believe we have the best people to support them. We're a supportive, collaborative team that works hard and has fun doing it. AGC relies on all staff to aid in the success of the organizations various events, committees, and programs. As a small staff it is important to our mission and members that we demonstrate the value of membership through our efforts. We are seeking an energetic, motivated individual to join our team in the Membership Director role to be primarily responsible for the solicitation and maintenance of membership and the benefit programs that are offered. This is a full-time in-office position with an amazing health and retirement benefit package. Salary DOE. Please review the full job description and qualifications below and submit a cover letter, resume, and 3 references to Lauren Sharrock at Lauren@agcak.org.

Duties and Responsibilities:

- Visits or contacts prospective members to explain benefits and costs of membership and to describe organization and objectives of the AGC
- Collect and process new member paperwork and dues, working with the Accounting Director
- Speaks to members at meetings and events about services available
- Maintain AGC Databases (Membership, Email, etc.)
- Manage member information directories including the verification of contact information, compilation for publishing, and online directory maintenance
- Communicate with Events Coordinator on issues that matter to our members
- Network with members and potential members to understand current industry issues and communicate them to staff

- Staff liaison for the Membership Committee and Construction Leadership Council (CLC), and the UAA Construction Management Student Chapter
- Manage and Update AGC of Alaska Website
- Assist with all aspects of Online Plans management including: Account creation, user training, communicating with project owners, etc.
- Attend multiple conferences per year across the state, represent AGC and run booths
- Design flyers and advertisements for multiple organization activities
- Assist in Social Media management

Qualifications:

- Bachelors degree preferred in communications, public relations, or similar field. Experience can be substituted for degree.
- Minimum 2 years member relations background
- Knowledge of the construction industry preferred
- Familiarity and proficient use of Microsoft Office Suite, knowledge of Adobe Acrobat, Photoshop, and InDesign a plus
- Knowledge of Weebly web content platform preferred
- Knowledge of Weblink International or other association AMS preferred
- Proficient use of the internet for communication and research
- Ability to respond to common inquiries or feedback from members, regulatory agencies, or members of the business community
- Ability to write and prepare brief articles and/or association updates for web and email postings
- Ability to effectively present information and respond to questions from association members and prospective members

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and/or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.