



## **Membership & Communications Coordinator**

Moncton Northeast Construction Association's (MNECA) role is to promote, advocate and provide education services for its 400 members. The **Membership & Communications Coordinator** plays a key role on the operations team supporting the member services. MNECA is looking for a skilled team player to contribute their talents and abilities in helping the association achieve its mission and vision.

### **Responsibilities**

#### *Member Services*

- Provides excellence in customer service to the members, supporting all inquiries from Members and non-Members in person, phone and email
- Maintains the MNECA membership database, ensuring accuracy of data collected
- Manages all activity in relation to the electronic plans room, ensuring all appropriate documents are available and updated daily
- Provides support to association members by seeking out tendered projects and liaises with tender calling authorities and design firms for future projects

#### *Communications*

- Markets and communicates association services and events to members and stakeholders via digital marketing and social media
- Coordinates events, education seminars and association activities, including registrations and event logistics
- Suggests and assists in implementing membership recruiting and retention strategies
- Provides support to the President on special projects and tasks

### **Requirements:**

- Post-secondary education (business, PR, communications) with 3 years of experience
- Excellent communication skills
- Bilingualism required
- Technically savvy
- Highly effective with time management and meeting deadlines
- Communications and social media experience (samples may be required during interview)
- Able to travel within the region, support evening and weekend events as needed

Please send your resume to [careers@RnRsolution.com](mailto:careers@RnRsolution.com) our recruitment consultants at R&R Solution by Feb 23<sup>rd</sup>, 2018 for further consideration.