



Membership Coordinator (Temp)

Responsible for: Membership Relations, Membership Benefits and Membership Engagement

Founded in 1985, the American Association of Naturopathic Physicians (AANP) is the national professional society representing licensed naturopathic. Based in Washington, DC with staff distributed across the country, our membership consists of 1,500 students, physicians, and corporate members who collectively strive to expand access to naturopathic medicine nationwide. *This position is a remote, half-time temporary position to assist with Membership Services as we undertake an overhaul of and transition to a new association management software platform. Anticipated timeline is 4-6 months.*

Job Details

Responsibilities include:

- Execute efforts to improve member engagement, experience, value, and revenue
- Crafting and facilitating communications with current, past and prospective members
- Provide excellent customer service to members and the community seeking referrals to members
- Manage student, member, and board of director volunteers
- Processing membership dues and mailing membership packets
- Database work, including keeping records clean and verifying membership credentials
- Managing current and identifying new member benefits
- Manage relationships with affiliated corporate member benefit programs including invoices and reporting

Skills & Requirements:

- Able to work remotely and be self-motivated
- Knowledge of marketing principles to drive value and growth
- Proficient in Microsoft Office Suite and G-Drive
- Ability to multi-task and work independently and under deadline
- Excellent communication skills
- Positive, creative, think outside the box attitude
- Facility with quickly picking up new software, apps and website tools

Send resume and cover letter to laura.farr@naturopathic.org. Looking to fill the position by October 19th.