



SC WATER ASSOCIATIONS MEMBERSHIP & REGISTRATION SPECIALIST JOB DUTIES & RESPONSIBILITIES

Primary Function:

Performs skilled administrative duties directly related to membership activities. Answers telephone and direct calls appropriately. Receives mail and processes appropriately. Other tasks as assigned by the Executive Director.

General Duties & Responsibilities (By major work process):

WEASC Membership

1. Prepares invoices for WEASC memberships on a quarterly basis.
2. Processes WEASC membership renewals and New Member applications.
3. Date stamp and write check number on each renewal
4. Enter renewal information (amount, check #, renewal dates, etc.)
5. Enter new member information in database
6. Balances payments for deposit and present to Financial & Accounting Manager for further processing
7. Prepares District payment report and forwards to Financial & Accounting Manager for processing
8. Mails renewal cards and new member packets
9. Updates District membership reports as necessary or requested and disseminates to Districts

SCAWWA Membership

1. Downloads SCAWWA membership list from AWWA website monthly. Distributes current membership list to Section Chair, Membership Engagement Committee Chair and other staff/officers as appropriate.
2. Updates SCAWWA membership records in SC Water Associations website, to include correct membership expiration date.

Event Registrations

1. Processes workshop, school, conference and special event registration forms
 - Date stamp and write check number on each registration form
 - Enter all pertinent registration information in database
 - Provide weekly registration updates to appropriate committee chair
 - Process onsite registrations following workshop/conference/special event
 - Generate invoices for unpaid attendees as necessary
2. Prepares registration materials for workshops, conferences and schools (15-20 per year). Share these responsibilities with other staff/volunteers as necessary:



- Purchase supplies as necessary
 - Print:
 - nametags for each registrant
 - Master check-in list
 - Master list of attendees
 - Certificates for each registrant
 - Prepare box with pens/pencils, receipt book, upcoming workshop flyers, etc.
 - Assist with on-site registration during SCEC; other events as requested/directed by Executive Director

Mailing Lists

1. Prepares mailing lists for each issue of the Journal, workshop flyers, conferences, and special events, including email lists for Constant Contact as necessary and/or requested.

Master Committee Lists

1. Maintain and update Master Committee Lists for SCAWWA and WEASC in cooperation with and under the direction of the Executive Director

Water Utility Council

1. Receives subscription forms and payments and enters into database appropriately.
2. Balances and prepares deposits as necessary and present to Financial & Accounting Manager for further processing.

Social Media & Communication

1. Updates and maintains SC Water Associations website as necessary, including membership information, master calendar, posting of photographs, posting of event flyers and District newsletters, award forms, photos, etc. Works/coordinates with other staff members and volunteers as appropriate. Website management and Access Database skills preferred.

Educational Requirements:

A high school diploma is required for this position. In addition, intermediate computer skills are required to complete the routine daily tasks associated with this job. Must be able to perform daily job duties under limited supervision.

Must have a valid SC Driver's License and reliable vehicle and the ability to travel occasionally.