**JOB DESCRIPTION**

**Membership + Marketing Specialist**

Duties of the Membership + Marketing Specialist of the North Dakota School Boards Association are as follows:

**CONVENTION/SEMINARS**

1. Handle all logistical arrangements for convention and seminars.
2. Manage exhibitor mailing list, send invitations to exhibit, and handle all exhibit arrangements.
3. Organize and manage convention and seminar promotion, registration, and communications.
4. See Convention Duties calendar for detailed list of convention duties and timeline.

**LEGAL SERVICES AFFILIATON**

1. Prepare dues mailings; keep detailed mailing list of members; update national dues report.

**NDSBA BOARD OF DIRECTORS**

1. Prepare board meeting materials and take minutes at board meetings via Sparq.
2. Manage registration and travel arrangements for national and other out-of-state conferences.
3. Assist Executive Director in addressing state board members’ needs/requests.
4. Manage Board of Director elections.

**COMMUNICATIONS**

1. Manage organization publication schedule; lead updating of existing publications and development of new publications.
2. Serve as editor of and manage preparation of *Bulletin* for publication.
3. Proofread publications, correspondence, and other materials prepared by other staff as needed.
4. Maintain website and keep all information current.
5. Manage and create content for association social media accounts.
6. Manage membership dues mailings and maintain database of membership information.
7. Manage all membership communication as directed by the Executive Director.

**OFFICE**

1. Serve as computer network administrator for all office computers and staff. Supervise replacement of computers and other office equipment.

18. Pick up and distribute mail in absence of Administrative Secretary.

19. Assist in advertising job openings.

**OTHER**

20. Perform other duties as may be assigned by the Executive Director or board of directors and be responsible and directly accountable to the Executive Director.