

# Part-Time Position Available

## Marketing & Membership Engagement Manager (Independent Contractor)

### Regional Trade Association Chapter

A prominent national trade association (established 1964) seeks a **Regional Marketing & Membership Engagement Manger** for its Spokane/North Idaho Regional Chapter.

Initially this is a part-time (independent contractor) position for an individual interested in working flexible hours from his/her home office in Spokane/Post Falls/CDA area (or possibly from an office provided by a member company). Approximately 6-16 hours per week. Involves local travel to administer association meetings/events, attend business/industry meetings, and visit with current and prospective member company representatives locally. Unique opportunity to work for a national organization, grow the local Spokane Chapter and expand the position's role.

**Member Companies:** Inland Northwest utility contractors, excavators, utilities, and industry supplier companies, a mix of local construction companies and family-owned small businesses involved with building the region's civil infrastructure.

**Organizational Mission:** Advance the business networking needs of the region's excavation and utility construction industry.

**Position Description:** Reports to NUCA National and the Spokane Chapter Board. Responsible for engaging member company representatives in the organization's local activities. Within that framework, plans, organizes, coordinates and facilitates the Chapter's volunteers, members, events and programs. Duties include facilitating the Chapter's quarterly leadership meetings; membership marketing and recruitment; internal and external communications; and planning, marketing, and executing Chapter networking events, seminars and other revenue-generating programs/services. Forges strong relationships with industry partners, government officials, and other key individuals throughout Idaho and Eastern Washington. Coordinates with designated accountant on Chapter's financial operations as this function is performed by NUCA National office.

**Qualifications:** Experience in membership engagement, recruitment, relationship-building, marketing, event planning, and revenue generation. Strong organizational, facilitation and communication skills. Must be entrepreneurial, self-directed, motivated, and have stellar interpersonal skills. Prefer candidates based in Spokane/Post Falls/CDA area.

**How to Apply:** This notice was posted 9/2017. Referrals and telephone inquiries welcome at (509) 795-1011. Submit resumes to: Kenneth Sommer, National Utility Contractors Association Eastern Washington/North Idaho Chapter, [spokane@nuca.com](mailto:spokane@nuca.com).

