

Director of Member Relations

The Director of Member Relations generates and maintains a strong member base by engaging students via emails, newsletters, socials, etc. You will be responsible for all processes related to HRSA membership and you are first point of contact for anyone interested in HRSA. You will ensure that information is communicated to general members in a timely and effective way, and provides answers to all inquiries regarding HRSA. Actively interacting and listening to members' feedback is fundamental. In addition, you will work closely with HRSA's Project Managers and Organizing Committees. You will establish and carry out HRSA's culture that will work to keep our members and HRSA team engaged.

Your term will last from May 2017 - April 2018.

Your Role Includes:

- Promoting events and communicating information via email and newsletters to HRSA members
- Creating and adapting content and benefits for membership package, and planning and implementing strategies to meet club membership goals
- Building and maintaining HRSA membership database, distributing contact information among Executive Team and creating an internal control system to monitor communication
- Planning and executing the following events: Clubs Days, HR'ICE'A and Members' Appreciation Night, and assessing member needs to establish new events that meet their interests
- Answering all inquiries pertaining to club membership
- Leading the recruitment of the HR NOW and Spring Soirée Project Managers
- Working with the President to develop and execute succession planning and transition for Organizing Committees, Project Managers, and Executive Team positions
- Assessing HRSA's mission, vision, and values, to continuously develop and advance HRSA's culture, increasing awareness and participation level of HRSA members and team
- Monitoring the progress of the Project Managers and Organizing Committees through attending meetings and liaising with Executive Team
- Working closely with the Director of Administration, Director of Marketing, and Director of Finance to ensure synergy of tasks (promotion of events, scheduling, budgets)
- Being an HRSA ambassador and promoting HRSA in a responsible and professional manner

You're Great At:

- Taking initiative and exceeding personal and club goals
- Thinking critically and outside the box to assess what members want from HRSA
- Connecting and engaging with people in an enthusiastic and approachable manner to increase brand and culture awareness
- Professional written and verbal communication skills to increase rapport with members
- Prioritizing and targeting multiple tasks and responsibilities while collectively working with different team members



DIRECTOR OF MEMBER RELATIONS

JOB DESCRIPTION

Bonus Points:

- Experience with MailChimp
- Experience in a leadership position
- Experience with recruitment processes
- Interest in human resources
- A strong network of industry professionals and students
- Engagement in the Beedie community