

## **Greater Orlando Builders Association is hiring!**

**Position Title:** Membership & Communications Director

**Start Date:** As soon as possible

**Contact:** Chassity Vega, Chief Operating Officer, Chassity@GreaterOrlandoBA.com, (407) 629-9242

*The Greater Orlando Builders Association (GOBA) is the authority, educator and promoter of the housing and building industry serving more than 700 members. Since 1953, GOBA has served the construction industry in Seminole, Orange and Osceola Counties including its cities.*

*Our purpose is to represent and promote the building industry, encourage higher standard practices through education, monitor and take a proactive role in governmental and regulatory activities that impact the construction industry within Greater Orlando, as well as at the State and National levels.*

*Our intention is to foster an environment within our association and within our neighborhoods to create opportunities for building relationships, businesses and communities while balancing economic, social and environmental needs of our members and the communities we serve.*

The Membership & Communications Director position is an, at will, exempt position reporting to the Greater Orlando Builders Association Chief Operating Officer. The Director is responsible for the membership database, oversees membership services, administers the activities, programs, and events of the Association's Membership Committee. This position is also responsible for one or more aspects of the Association's communications and public relations. Other responsibilities may be assigned by COO. The Director is an integral part of the team and is expected to assist other team members with projects to enable the organization to best serve the interests of the membership.

### **Duties and Responsibilities:**

- Oversees membership operations including recruitment, retention, and member services
- Serves as staff liaison to the Membership Committee
- Plans and implements actions required to produce programs of the membership
- Planning of meetings and events while monitoring budgets for each
- Create and coordinate public relations via social media, press releases, newsletter and some marketing
- Able to work individually and proficiently in day to day task
- Perform other related duties as assigned by the Chief Operating Officer

### **Education and Experience:**

- 2 years preferred of like experience, preferably in the non-profit/not-for-profit sector
- Bachelor's or Associate degree preferred in marketing, hospitality or related subject
- Customer Relationship Management
- Strong communications skills and the willingness to work in a team environment
- Flexibility to assist other team members as needed for meetings and events
- Strong computer skills in Microsoft Office (Outlook, Word, Excel, and PowerPoint)

Resumes can be sent to Chassity@GreaterOrlandoBA.com