



Washington State Veterinary Medical Association

Member Engagement & Communications

The Washington State Veterinary Medical Association (WSVMA) is seeking an enthusiastic individual to be our Member Engagement and Communications professional.

Established in 1909, the WSVMA is a non-profit statewide membership and professional organization of over 1,700 veterinarians and veterinary students with headquarters located in beautiful Snoqualmie, WA. Our mission is to *advance the cause of veterinary medicine to better the lives of those touched by it*. We are passionate about helping veterinarians so they can provide the highest-quality care for their animal patients.

Major responsibilities of the position include:

- Develop and implement member outreach and engagement plan.
- Develop and implement engagement strategy with potential members to expand membership base.
- Oversee membership services.
- Act as member liaison between members and staff.
- Content management for Association publications and channels.
- Manage and implement social media strategy and online communities.
- Monitor online discussions and assist with growth of channels.
- Track and analyze engagement levels to ensure success.
- Assist with onsite and online event management.
- Work with assigned committees to accomplish WSVMA goals.

Qualifications:

- Minimum of 4+ years' experience working in membership association, non-profit organization, or executive office environment.
- Bachelor's degree preferred.
- Exceptional written, verbal, and interpersonal communication skills.
- Experienced in social media channels in professional setting.
- Positive, outgoing, flexible, self-directed, collaborative, creative thinker.
- Ability to inspire and motivate others.
- Exceptional detailed planning, time management and organizational skills.
- High level of integrity and discretion in handling confidential information and dealing with professionals inside and outside the organization.
- Advanced knowledge of Microsoft Outlook, Word, Excel, PowerPoint. Adobe is helpful.
- Occasional weekends and evenings. Limited travel within Washington required.

Position is full-time. Full-time employees are eligible for generous benefits package including paid time off, medical, dental and vision insurance, and retirement benefits.

Salary range: \$42,000 - \$50,000 commensurate with experience.

To apply, submit a cover letter and resume addressing qualifications to info@wsvma.org by November 9, 2018. No calls please.