

Association Coordinator

Job Description

Established Association Management Company is seeking an organized, detail-oriented, courteous Association Coordinator to serve as the Administrator to multiple statewide non-profit trade associations. The Association Coordinator will support and execute association directives as outlined by the Executive Director(s), Officers, Executive Boards, Committees and CAMS leadership in accordance with the contractual scope of work between CAMS and client(s).

Board and Committee Support:

(Primary Responsibility – CAA, GLANCD, CALSPRO | Support Executive Director(s) – CLSA, CMA, LA-ABOTA, CALSPRO)

- Prepare meeting notices, RSVPs, agendas and handouts;
- Attend Board & Committee meetings as needed to manage logistics and minute taking;
- Maintain Board and committee rosters in MS Word and databases, as well as on websites;
- Assist Executive Directors with on-boarding of new Officers, board members, and committee chairs and preparation of Board Manuals;

Meetings and Events:

(Primary Responsibility – CAA, GLANCD, CALSPRO | Support – CLSA, CMA, LA-ABOTA)

- Work closely with the meeting planner to provide insight on logistics for meetings, receptions, seminars, conferences and special events;
- Manage registrations, speaker coordination, exhibitor/sponsor management and other tasks for meetings and events;
- On-site assistance at conferences and seminars;
- Oversee coordination of event signage, badges and other on-site materials;

Membership:

(Primary Responsibility – CAA, GLANCD, CMA, CALSPRO | Support – CLSA, LA-ABOTA)

- Membership coordination including processing renewals, membership dues, new member applications, data updates and reporting to Executive Director(s), boards and committees;
- Respond to phone and email inquiries;

Communications:

(Primary Responsibility – CAA, GLANCD, CALSPRO | Support – CLSA, LA-ABOTA)

- Build e-blasts and other communications for client events, special announcements, outreach, etc.
- Work with the web team to ensure that websites are accurate;
- Assist with graphics design and special publications/materials

Digital Content Services Support

(Primary Responsibility – CAA, GLANCD | Support – CLSA, CALSPRO, LA-ABOTA)

- Work with association board(s), Executive Director(s) and committees on content/messaging for social media posts across all platforms (Facebook, LinkedIn, X, and TikTok) where applicable including collecting tagging and hashtag information relative to posts.
- Maintain updated information for digital content support and coordinate with contracted social media staff to execute deliverables.

Other:

- Track PAC contributions, donations and manage mandatory reporting; **(Primary Responsibility – CAA and CMA)**
- Assist with other special projects as needed;
- This position involves working with volunteers which may include evening and weekend meetings and travel;
- Must be able to lift at least 25 pounds.

Qualifications

- 3 + years of experience in a similar role providing executive level support in an association, member organization, or professional society.
- Experience working with databases, email platforms, and office technology.
- Proficiency with AMS (Personify/MemberClicks).
- Strong membership management and administrative support capabilities.
- Demonstrated ability to creatively resolve customer inquiries promptly and professionally.
- Exceptional customer service, problem-solving, and interpersonal skills.
- Outstanding organizational and written communication skills with a strong attention to detail.
- Experience maintaining clean and accurate customer databases.
- Proficiency in Microsoft Office, Microsoft Teams, Adobe Acrobat, Canva, etc.
- Team-oriented mindset with strong collaboration skills.
- Exceptional interpersonal and written communication skills.
- Excellent organizational and project management skills.
- Ability to multitask; demonstrated experience with effectively managing multiple competing priorities.
- Proven ability to consistently meet deadlines, keeping leadership informed of progress and barriers.

Job Information

- Company Name – California Advocates, Inc., Association Management Services Division
- Website URL - <https://www.californiaadvocates.com/>
- Workplace Type – On-Site
- Location – Sacramento, CA
- Position Title – Association Coordinator
- Job Function – Operations
- Job Type – Full-Time
- Job Duration – Indefinite
- Min Experience - 2 years
- Required Travel – 10%
- Salary Range - \$62,500 - \$75,000 annually plus benefits
- Email resume to: tricia@caladmanagement.com and/or kelly@caladmanagement.com