



## JOB ANNOUNCEMENT

### Membership Coordinator

Join the California Association of Health Facilities as a dynamic self-starter and team player! We're looking for someone to lead our membership processing activities and a customer-first mindset. If you thrive on engaging with members and ensuring their inquiries are handled with care, this is the perfect opportunity for you!

#### JOB DESCRIPTION

The Membership Coordinator handles membership-related activities and services, serving as the primary contact for membership inquiries. This role involves managing records, monitoring membership statuses, engaging with members, liaising with the accounting department for dues payments, and reconciling data with the national association. The coordinator is the lead in coordinating the annual House of Delegates and compiles the applications for the annual committee appointment process. Furthermore, the coordinator contributes to a policy team by providing administrative support.

#### QUALIFICATIONS

The ideal candidate will have these qualifications or skills:

- Bachelor degree or equivalent experience.
- Strong administrative support skills. Membership-related experience or related field helpful.
- Exceptional member service and customer service skills.
- Must be able to learn and speak to the association's membership benefits as well as be comfortable in following-up with late balance payments.
- Experience with an association membership database (AMS), such as Euclid ClearVantage, a plus.
- Ability to research data and other statistics requested through public records and the Internet.
- Demonstrate excellent interpersonal and communication skills – both verbal and written.
- Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook) and virtual meeting platforms.
- Strong organizational skills, detail-oriented, ability to prioritize and multi-task, and take initiative.

**BENEFITS:** Paid time off (PTO); designated holidays; health and dental coverage, 401(k) program; life insurance; hybrid work schedule.

**SALARY RANGE:** \$46,000-\$55,000

#### TO APPLY FOR THIS POSITION

Submit cover letter and resume to [CAHF.hr@cahf.org](mailto:CAHF.hr@cahf.org).

*The California Association of Health Facilities is a non-profit trade association representing skilled nursing facilities and intermediate care facilities for people with intellectual disabilities. It is dedicated to providing quality care for the frail, elderly, intellectually disabled and those with chronic mental illness.*