
Member Services Manager Job Announcement

The Wyoming Association of Municipalities (WAM) is a member service organization looking for a Member Services Manager. We care greatly about supporting ALL of Wyoming's municipalities. Our mission is to advocate for cities' and towns' common interest and provide educational opportunities for our members. If you like the idea of helping communities in Wyoming become more successful, you will love working on the WAM Team!

WAM is seeking a full time Member Services Manager to develop and manage our COMMUNICATIONS PLAN which may include some of the following projects... Designs, edits, and publishes WAM's newsletter. Performs like duties in relation to the annual WAM Municipal Directory. Is responsible for media releases and public relations. Helps develop talking points on issues. Suggests new ideas and mechanisms to communicate to WAM members and partners. Manages branding and marketing. Plans, manages, and assists EVENTS for the Association, including conferences: program of activities, coordination of all physical arrangements, monitoring, and evaluation of program activities. Coordinates with the Finance/Human Resource Manager specifically for exhibitors and sponsors of events. Also arranges regional meetings and other member workshops. Coordinates with the Leadership Training Services Board (LTS) to provide an Annual TRAINING PROGRAM and curriculum. Manages Training Contractor relationship and contract. Provides administrative services to LTS Board.

Candidates should have a bachelor's degree or post-secondary classes in journalism, marketing, communications, public affairs, public relations, event planning and project management. Three to five years of relevant related experience. Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Hold and maintain a valid Wyoming Class C driver's license or ability to acquire a Wyoming Class C license; and is capable of being bonded. Must be willing to relocate to Cheyenne, Wyoming.

As a full-time employee you will qualify for health insurance, retirement, vacation and sick leave benefits. Resume and cover letter must be received in the WAM office by 5pm, July 16, 2018.

WAM is an EOE.

Job Type: Full-time

Salary: \$50,000.00 to \$54,000.00 /year

Please send cover letter and resume to checchi@wjomuni.org.