



JOB DESCRIPTION
Membership and Training Coordinator

Job Title:	Membership and Training Coordinator	Job Category:	Volunteer
Department/Group:	Volunteer	Compensation:	None
Location:	Columbus, OH	Travel Required:	Board Meetings
Reports to:	Continuity Director	Position Type:	Trustee Officer
Will train Applicant:	As Needed	Phone:	614-297-0040
Website:	http://www.CareerTransitionInstitute.org/		
Email	info@CareerTransitionInstitute.org		

Inform Chairperson and/or Vice Chairperson and/or Continuity Director of interest.

Job Description

Duties:

- Maintain Career TI Laptop and Phone System; Answer/Return calls as needed
- Keep accurate records on all members in Member Ties database including dues payments, honorariums, and courses taken
- Process new members, Request honorarium from former members who have been gone for three months
- Complete Membership Report for the Board each month
- Compile schedule of courses every month and obtain approval of instructors
- Communicate Schedule to Digital Communications & Marketing Director
- Distribute Course Attendance Sheets and Course Evaluations to instructors and collect
- Look through the evaluations and talk with instructors about them when necessary
- Maintain course records in Member Ties database
- Complete Training Hours Report for the Board each month
- Obtain new instructors as needed with assistance of members and the Board
- Other duties as necessary

Skills/Qualifications:

- Likely time commitment 2-4 hours per week
- Retirees encouraged to apply
- Knowledge Windows OS, Microsoft 365 and/or Gmail
- Knowledge of Member Ties software recommended, but not required
- Prior membership with Career TI helpful, but not required