

MISSOULA

MIDTOWN

ASSOCIATION

Position Posting:

Membership Assistant

The Position

The Membership Assistant provides support to the Midtown Missoula Association Board through tasks focused on attracting and retaining members to the Midtown Missoula Association. The role is primarily involved in communicating and marketing to potential members about the value of MMA membership as well as to existing MMA members about ongoing activities and important information. This includes working with various committees to develop strategies to increase membership. In addition, the Membership Assistant handles the administration tasks needed to maintain memberships such as list creation using spreadsheets and updating/keeping accurate information using various programs and email.

The ideal candidate should have experience working in a professional environment and the ability to communicate with board members, MMA membership and those interested in becoming association members by communicating in-person, over the phone, and through writing such as by email. Organizational skills and prior experience preparing and communicating accurate reporting is vital to the role. In addition, applicants should have successful experience keeping calm, professional, and respectful, while working with deadlines and demands. Applicants with a prior knowledge of business marketing principles would be preferred.

The Membership Assistant is a part-time, temporary, position reporting to the Midtown Missoula Association Board President. Position hours are flexible based on completing necessary tasks and meetings at around 10 hours per week.

Who We Are

The Midtown Missoula Association is a non-profit organization dedicated to the promotion, enhancement, and accessibility of the midtown area as it relates to businesses, residents and community. Its goals are to provide resources and information related to the success and growth of a healthy business community and to enhance the quality of life and quality of place for visitors and residents alike.

The association was originally created in 2008 and was recently reformed in 2015 to help bring a voice to the greater Brooks Street corridor. Since 2015 the organization has been an important voice to major projects such as the Brooks Street Corridor Plan, the achievement of vital funding for local area developments such as the Reserve Street pedestrian foot bridge and the Missoula County Fairgrounds redesign project.

If you are interested in helping to develop the Midtown Missoula area and would like to apply for the position, please send a resume and cover letter to:

Midtown Missoula Association

PO Box 2376

Missoula, MT 59806

Email: midtownmslajobs@gmail.com