



# Rotary

## Club of Milwaukee

Rotary Club of Milwaukee, Inc.  
750 N. Lincoln Memorial Drive, Suite 320  
Milwaukee, Wisconsin 53202

### **Rotary Club of Milwaukee Membership and Communications Coordinator Job Description**

The right candidate enjoys interacting with a variety of personalities, possesses strong customer service skills and communicates well verbally and in writing. The position requires a self-starter with a drive to produce excellent quality work, the ability to manage multiple tasks and a high comfort level with using and learning new technology platforms. The candidate must have a professional presence, a commitment to support the mission and vision of Rotary and grow its ability to make a difference in the community.

The Membership and Communications Coordinator (MCC) reports to and supports the Executive Director of the Rotary Club of Milwaukee. Primary responsibilities focus on managing the club's calendar and electronic communications, meeting the day to day needs of RCM members, and insuring the smooth running of the RCM office and weekly Rotary meetings.

Essential duties and responsibilities include but are not limited to:

#### ***Communications***

**Coordinate club communications.** The MCC will:

- Produce all club wide email communications.
- Implement and maintain strong social media presence as developed by the RCM Marketing Committee and as directed by the executive director.
- Manage all communication applications and technology, including Mailchimp, Zoom, SurveyMonkey, Libsyn, and others.

**Manage the content on the RCM website.** The MCC will:

- Keep website content current.
- Prepare and analyze monthly website analytics.
- Stay abreast of opportunities to continuously improve the website and make appropriate recommendations to the executive director as needed.

**Support the communication needs of the Board and RCM committee chairs.** The MCC will:

- Support the committee chairs in communicating with committee members and the RCM membership as needed.
- Schedule committee meetings and maintain the club calendar.



## **Membership Support**

**Provide new member support.** Gracefully assimilating new members into the Club is a critical element in maintaining a strong and healthy organization. The MCC will:

- Send welcome packets.
- Work with Member Experience Committee to create a consistent orientation process; support committee in reaching out to new members regularly.
- Support and plan the New Member Orientation events as needed.

**Maintain membership records.** The MCC is responsible for the timely updating and accurate maintenance of the membership data bases. The MCC will:

- Create and update membership records as needed.
- Create and maintain accurate committee membership lists.
- Keep accurate records of members' charitable contributions and pledges.
- Keep track of recruitment prospects and provide timely follow up with proposers.

## **Operations**

**Ensure smooth operation of weekly luncheon meetings.** The MCC has primary responsibility for ensuring that the luncheon meetings are well planned and executed. The MCC:

- Prepare weekly agenda for the President.
- Arrange room set-up, equipment and seating.
- Initiate contact with speaker to insure appropriate audio-visual preparation.
- Digitally record programs and posts to the website.
- Send press releases and provides support to videographer and press as needed.
- Greet members, speakers and guests.

**Support RCM contractors as needed. (Scholarship Program Coordinator, Accountant, Special Events Manager and Technology Consultant.)**

**Oversee general office operations.**

- Ensure that the office has appropriate supplies and is well organized.
- Provide administrative support to the executive director.

**Undertake other assignments as requested.**

**Job requirements:** The right candidate has proven experience effectively interacting with a variety of personalities, possesses strong customer service skills and communicates well. Also has a comfort with technology and ease of learning new platforms. Marketing experience a plus.

**Technical skills:** Strong Microsoft Office (Word, Access, Excel), InDesign, Word Press, Zoom experience. Website administration and social media experience a plus.

**Compensation:** Salary commensurate with experience.

To learn more about the Rotary Club of Milwaukee, go to [www.milwaukeeerotary.com](http://www.milwaukeeerotary.com). Submit resumes and accompanying cover letters to Mary McCormick, Executive Director @ [president@milwaukeeerotary.com](mailto:president@milwaukeeerotary.com).