



JOB ANNOUNCEMENT

The Alabama Association of School Boards is hiring a **Membership Coordinator** to join our dynamic, fast-paced, team-oriented environment. We're looking for a detail-oriented, analytically minded self-starter to manage our membership data, coordinate event registrations and provide exceptional service to association members.

Founded in 1949 and headquartered in Montgomery, AASB is a statewide association that provides a wide array of services, including training, risk management programs, legal assistance, advocacy and policy research for the state's local school boards.

The Membership Coordinator reports to the Director of Public Relations and is responsible for: coordinating all membership services, including membership database management; maintaining training attendance records; collecting and analyzing member data and statistics; planning and conducting registration for in-person and online conferences and events; managing member awards/recognition programs; and overseeing activities for the association's affiliate organization for secretaries/administrative assistants to local school boards.

What You'll Do

- Maintain current, accurate membership data and statistics — identifying trends, monitoring election results and providing leadership with actionable insights
- Manage registration for all AASB conferences, trainings and events, from online registration setup through on-site event support
- Maintain and monitor training attendance records for school board members statewide, preparing reports to help ensure members meet state-mandated training requirements and coordinating the School Board Member Academy awards program
- Build strong relationships with member boards and board secretaries, delivering courteous, responsive and helpful service
- Serve as liaison for affiliate organization for board secretaries — managing membership, collaborating on planning for annual secretaries' conference and providing direct support

What You'll Bring

- Strong proficiency with spreadsheets, databases and data management tools
- Exceptional organizational skills and attention to detail

- Strong problem-solving skills, resourcefulness and high standards for accuracy
- A genuine commitment to excellent customer service
- Ability to manage multiple priorities and meet deadlines
- Effective communication skills, both written and verbal
- Strong analytical skills and the ability to interpret data and identify patterns

The position requires some in-state travel and occasional evening and weekend work.

Salary & Benefits

Salary range begins at \$42,000/year (negotiable based on experience). Excellent benefits, including participation in the state retirement and health insurance systems, with 100% employer-paid individual medical and dental coverage. Other benefits include paid vacation and sick leave as well as two weeks of paid leave during the Christmas holidays, performance incentives and holiday bonuses.

To Apply

This position will be filled as quickly as possible and will remain open until filled. Please email cover letter, resume and salary history to dvandiver@alabamaschoolboards.org. Applicants also must complete and submit the following communication style assessment online:

<https://myinsightedge.com/assessment-login/?EVENT=SvWMHf7K99Tg>

AASB is an equal opportunity employer and will not discriminate on the basis of a person's race, color, sex, age, religion, national origin, disability, genetics, veteran status, or any other personal characteristic protected by law.

Alabama Association of School Boards
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Developing excellent school board leaders through quality training, advocacy and services.