



WISCONSIN
LIBRARY
ASSOCIATION

Job Posting: Membership Coordinator

Looking for a fulfilling new opportunity? If you have excellent customer service skills, thrive on detail and organization, are an amazing communicator, and love libraries, we want to talk to you! The Wisconsin Library Association (WLA) is seeking a part-time Membership Coordinator to add to our team.

What Makes This Opportunity Special?

We're looking for a polished professional eager to help take a small organization to the next level in support of Wisconsin's library community. As the first point of contact with WLA, you'll serve as an important ambassador for the association. You'll use your strong interpersonal skills to help make new members feel welcome and make our current members want to stay with us. You'll use your organizational skills and eye for detail to maintain and analyze our membership database. You'll get your creative juices flowing as you help develop plans to attract and retain members, update our website, and draft and send member communications. This position offers a lot of variety in a fast-paced, 100% remote environment.

The ideal candidate will be available 20 hours a week/4 hours per business day. We'll work with you to establish a regular schedule during the core business hours of 9 a.m. – 5:00 p.m. We'll provide you with the tools you need: a computer, printer, cell phone, and office supplies.

While this is an opportunity to work from home, you must:

- Be able to travel a few times a year to attend our spring and fall conferences and other events. (You will work more than 20 hours per week during our in-person events and conferences.)
- Reside within easy driving distance of Madison (30 – 60-minute commute) for in-person meetings, and have reliable transportation.

Qualifications

One to three years of experience of related work experience, experience working with an association or membership organization preferred; associate or bachelor's degree preferred or equivalent combination of education, training, and experience; strong research and database management skills; demonstrated ability in working with volunteers. Must be a self-motivated, energetic learner with a good sense of humor! Excellent written and verbal skills are critical for success in this position, and you must be highly organized with the ability to meet tight deadlines. Proficiency with Microsoft Word, Excel, Power Point, Google Workspace, and Zoom web conference software is required.

[Click here](#) to read the complete position description.

Benefits

- Paid time off for holidays (prorated for part time)
- Internet stipend provided
- SIMPLE IRA with employer match

Status: Part time, non-exempt

Pay rate: \$25 per hour/20 hours per week

To Apply

Please submit a resume and cover letter to sauser@wisconsinlibraries.org. This position will remain posted until filled.

Please contact Laura Sauser, WLA Executive Director, with questions at (608) 245-3640 or sauser@wisconsinlibraries.org.

About Us

The Wisconsin Library Association (WLA) is a professional association representing all types of libraries – school, public, academic, and special. Established in 1891, our membership today is comprised of nearly 1400 librarians and support staff, library trustees, friends of libraries, and vendors who advocate and work for the improvement of library services for all Wisconsin citizens. *For more information about WLA, visit www.wisconsinlibraries.org.*