

Howdy! Hope all goes well for everyone. This is a call for help as we continue to grow our infrastructure to handle our growth as we go forward. We plan on hiring a new support person for our Phoenix office, with the (tentative) title of "Member Services and Education Coordinator". See the below job description for further detail. If you know of someone who may be interested in this position, and in working with The Sedona Conference as we work to move the law forward in a reasoned and just way, please let our office manager, Carrie Tassin, know. She can be reached at ctassin@sedona.net, and will be responsible for reviewing all job applications and conducting the screening interviews. Thanks for any help you can offer, take care and have a great day, all best, r.

JOB DESCRIPTION:

Member Services and Education Coordinator

The Sedona Conference, the prestigious non-profit educational and research institute, that enjoys an international reputation for providing balanced, forward looking contributions to the reasoned and just development of the law, is seeking a Member Services and Education Coordinator to work out of our Phoenix office.

The ideal candidate for this position is a college graduate with excellent organizational and administrative skills, and a sense of commitment to the conference's members and their core values of inclusion and dialogue. The individual should be technically savvy, a self starter, and preferably have experience using a CRM system.

The position offers flexible working hours, some work-at-home opportunity, and a chance to grow with an organization that is increasingly important to the pursuit of justice in the U.S. and around the world.

The responsibilities of the position include:

- Coordinate and maintain communications with members
- Processing registrations for events and memberships
- Tracking state-by-state CLE requirements and and facilitating member compliance with them
- Some general office duties including:
 - Data entry and filing
 - Phone answering
 - Putting together materials for conferences, publications, and fundraising
 - Assist with mass mailings by regular mail and email
 - Light accounts receivable/payable administration

Compensation is commensurate with experience.

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