Membership Committee Chair

Time Commitment: Approximately 10 hours per week
Length of Term: 2 years

We are looking for a well rounded dedicated candidate who will take on this large position with determination and creativity. The Chair has overall responsibility for membership-related functions and duties including membership growth (recruitment, engagement, and retention).

The ideal candidate will have:

- Excellent strategic planning skills. This includes high proficiency and use of project management tools like the RACI MATRIX, Project Charters, Listservs, databases, etc.
- High proficiency with Excel, Google Suite, and various membership database software.
- Strong understanding of tools like Tableau, Asana/Slack/Atlassian
- Solid public speaking and networking skills
- Spanish language proficiency (not required, but bilingual candidates are highlight encouraged to apply)

Essential duties include:

- Manage all recruitment, retention, and engagement activities.
- Collaborate with Executive Board and Immediate Past Chair to create an Annual Membership Recruitment Plan
- Attending APHA Annual Meeting (either virtually or in person)
- Attend 75% or more LCPH sponsored activities (town halls, virtual social hours, lectures, etc)
- Direct the creation of the monthly Membership Reports; Lead the creation of the annual monthly Membership Report
- Manage members of the Membership Committee Team
- Attend monthly board meetings
- Collaborate with other board members to coordinate synchronous media and recruitment campaigns
- Manage all membership concerns, questions, and comments.

Please send a copy of your resume/CV and a brief cover letter to Membership Chair, Danielle Montoya: membership_chair@latinocaucus-apha.org