

Job Ad - Membership & Chapter Services Coordinator

Sigma Xi, The Scientific Research Honor Society (Sigma Xi) seeks Membership and Chapter Services Coordinator at the Society's headquarters in Research Triangle Park, North Carolina. Sigma Xi is the world's largest multidisciplinary honor society for scientists and engineers. Our mission is to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public understanding of science for the purpose of improving the human condition. Nearly 30,000 scientists are active as Sigma Xi members and connected to hundreds of chapters at colleges and universities, government laboratories, and industry research centers around the world. More than 200 Nobel laureates have been members

POSITION SUMMARY

The Membership and Chapter Services Coordinator acts as the primary point of contact for Sigma Xi members, Membership-at-Large nominees, chapter officers and assists the Manager of Membership and Chapter Services with the day-to-day operations of the Sigma Xi Chapters. This position will also serve as the main contact for Affiliate Circle and Explorers and will coordinate their integration with Sigma Xi Chapters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Membership Services

- Monitor the membership@sigmaxi.org email account and occasionally the memberinfo@sigmaxi.org account, and respond accordingly
- Maintain a list of reviewers for Membership-at-Large (999) applications
- Process Membership-at-Large applications and maintain communication with reviewers to ensure applications are reviewed in a timely manner
- Answer inbound membership-related phone calls and address member concerns
- Create new Membership-at-Large certificates and digital records
- Update membership profiles as needed
- Create membership queries, reports, and mail merges
- Fulfill requests for proof of membership letters
- Coordinate ongoing membership projects such as outreach to prospective members
- Fulfill list rental requests from other organizations
- Run queries and send electronic dues renewals notices to specific populations
- Run queries and send messages via Informz
- Research and mining of emails using MTurk and search engines (such as Google, etc.)
- Keep an updated calendar of lists regularly used in membership-at-large outreach
- Maintain data on membership-at-large nominations and applications
- Keep and report data on nominations, acceptance, and applications
- Obtains data as needed from our third-party platforms (e.g., Informz, Sitefinity, etc.)
- Update the Membership Department website pages
- Other related duties as assigned by the Manager of Membership and Chapter Service

Chapter Services

- Monitor chapters@sigmaxi.org email account, create appropriate responses, and fulfill requests
- Monitor affiliates@sigmaxi.org email account, create appropriate responses, and fulfill requests
- Monitor explorers@sigmaxi.org email account, create appropriate responses, and fulfill requests
- Interact on a regular basis with chapter officers and provide support and assistance on chapter matters
- Administer membership process for chapter nominations, including data entry oversight and membership certificate printing & mailing
- Fulfill chapters' requests for supplies and promotional materials for chapter events
- Update chapter records in the membership database as needed
- Assist with Annual Meeting correspondence to chapter officers
- Assist with Annual Meeting registration
- Maintain Annual Meeting spreadsheets and handle creation of materials for attendees
- Assist with generating reports, tracking of chapters' good standing status, and correspondence to non-functioning chapters
- Coordinate enrollment process for Sigma Xi Affiliates and Explorers
- Run queries and send electronic dues notices
- Run queries on MO and send notices via Informz as needed
- Obtain data as needed from our third-party platforms (e.g., Informz, Sitefinity, etc.)
- Create marketing materials and copy for membership and chapter campaigns
- Assist with Annual Meeting registration and other Meeting activities whether virtually or in person
- Maintain updated spreadsheets on chapters in good standing
- Maintain updated spreadsheets on explorers and affiliates
- Other related duties and responsibilities as assigned by the Manager of Membership and Chapter Services

ACCOUNTABILITITES

This position reports to the Manager of Membership & Chapter Services.

QUALIFICATIONS

- BS or BA degree – science degree is preferred
- Advanced-level skills in Microsoft Office Suite, especially Excel
- Ability to work in a fast-paced environment
- Capacity to multitask and prioritize projects in order of importance
- Strong communication and customer service skills
- Excellent data entry skills
- Ability to communicate effectively with various groups of individuals
- Excellent analytical and organizational skills
- Ability to exercise confidentiality, discretion, judgement, and tact
- Demonstrated ability to prioritize and handle many tasks effectively
- Three years professional experience in membership and/or non-profit organization

WORK CONDITIONS

This is a full-time remote/hybrid position based out of the Research Triangle Park headquarters. Some night and weekend work required.

COMPENSATION AND BENEFITS

Salary commensurate with experience. Employer sponsored health insurance with the option to select between comprehensive, valuable plans. Premier dental and vision plan. 403(B) retirement plans, short -term and long-term disability upon completion of one year of service. Generous paid time off including vacation, holidays, personal/sick days, and parental leave. Flexible scheduling, pursuant to position. Work that engages a diverse and dynamic community of educators and learners, with the shared vision of shaping a better future for scientific researchers.

PHYSICAL DEMANDS

This position requires the ability to sit or stand, speak, hear, see, and lift small objects up to 10 lbs. Requires the ability to travel frequently including locally, nationally, and internationally.

The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Sigma Xi offers competitive salaries, attractive benefits, and a collegial work environment.
Please send resume and cover letter indicating salary requirements to:**

Jasmine Shah

Director of Finance and Administration
Sigma Xi, The Scientific Research Honor Society
Post Office Box 13975
Research Triangle Park, NC 27709-3975
Email: hrdept@sigmaxi.org.

Deadline for resumes is May 6, 2022.

Sigma Xi is an Equal Opportunity Employer.