

TTA Membership Services Administrator

Salary: SALARY COMMENSURATE WITH EXPERIENCE

Type: Part-time (approximately 20 hours per week)

Hours: Mon. – Fri.

Summary of Position:

This position, under the supervision of the Executive Director and Board of Directors, is responsible for daily activities, including but not limited to checking and responding to email and phone messages, along with regular correspondence with new and potential members. In addition, this position will be primarily responsible for all membership services, including invoicing all existing and new members and developing and maintaining a membership directory. This position will also be responsible for growing membership, maintaining a social media presence, and providing regular website updates.

Goals:

To provide the highest level of customer support and assistance possible to all TTA members while seeking opportunities to create growth and sustainability for TTA.

This position requires attention to detail and accuracy, a high level of interpersonal, verbal, and written communication skills, an ethical approach to all activities, a focus on member/customer service, with the ability to work independently and dependably. In addition, this position will hold a high level of responsibility and accountability.

Annual Conference, Rodeo & EXPO Onsite Help:

The expectation is that anything that needs to be accomplished for a successful Annual Conference, EXPO and Rodeo will be executed promptly, effectively, and professionally. Duties would include, but are not limited to: liaison for vendors and Expo decorator; communication with a convention center and hotel staff; oversight of volunteers; set up and tear down of areas associated with the conference, expo, and rodeo; manual tasks (i.e. name badge creation, posting signage, moving boxes, etc..) and professional interaction with attendees, Board members, speakers, and staff. **Extended overnight travel is required during conferences.**

Location: Home-based office with trips to Board meetings/conferences and special events when needed, must reside within 100 miles of Austin, TX.

Essential Duties and Responsibilities:

1. Invoice existing and potential members and provide routine follow-up to ensure payments are received.
2. Be are become knowledgeable of public transportation issues; look for growth opportunities.
3. Develop and maintain an up-to-date membership directory.
4. Work to increase membership and assist in collecting sponsorships and newsletter articles.
5. Prepare and update social media posts.
6. Post RFP's and job postings to the TTA website when needed.
7. Assist with compiling data for monthly and annual Board reports.
8. Make recommendations to improve operations, decrease inefficiencies and streamline work processes.
9. Must be prepared to attend specific in-person events such as State Conference, and, Rodeo, Evening Receptions, and Meetings.

10. Work with Executive Director to ensure the accurate dissemination of information to members.
11. Work with Executive Director to maintain TTA's policies and plans.
12. Work to support TTA's Comprehensive Training Program.
13. Perform other responsibilities as assigned.
14. During special events and conferences, additional hours will be required.

Education and/or Experience Requirements:

High school diploma, and some college preferred along with a familiarity with MS Office, Word Press, Constant Contact, event registration, and member/customer database software.

About the Texas Transit Association:

The Texas Transit Association (TTA) was organized in 1986. Our members are Texas metropolitan, small urban, and rural transit agencies and private and public entities from across the United States.

TTA is governed by a Board of Directors elected from the general membership to include five members from each of the metros, small urban, and rural agencies. In addition, five business or associate member representatives are appointed to the TTA Board of Directors by the Board of Directors.

TTA's purpose is to educate the people of Texas about issues affecting the public transit industry within the state. Additionally, TTA actively supports public transportation in the State of Texas and works with state legislature members to pursue additional resources to support public transportation.

Mission

The mission of the Texas Transit Association is to support the needs of Texas public transportation systems through statewide advocacy and education.

Texas Transit Association is an Equal Opportunity Employer.

[Applications](#) and resumes may be submitted to Info@TxTransit.org, but resumes will not be accepted in place of an [application](#).

<https://txtransit.org/jobs/>