



Membership Officer

Partners of the Americas (Partners) is seeking an entry-level Membership Officer to support its PartnersCampus student chapter network, overall member management and oversight, and higher education membership strategy and event planning. Partners of the Americas administers a robust membership base comprised of Traditional Chapters, Student Chapters, Affiliate Chapters, and HEI Members. Our members are a core element of Partners of the Americas as they promote people to people exchanges, create development projects and initiatives to solve some of the toughest issues in Latin America in collaboration with one another, and support the creation/expansion capacity of study abroad and exchange programs among institutions of Higher Education in both the US and Latin America and the Caribbean.

The Membership Officer will support our chapter network by monitoring all administrative tasks to support with recruitment and retention of chapters, successfully implementing capacity building workshops, helping colleges, universities, and institutions of higher education institutions to develop partnerships to promote the internationalization of the Americas by supporting with the successful implementation of our annual Higher Education Partnership Conference.

- Bachelor's degree required, Master's degree preferred
- 2-5 years of relevant experience
- Prior work or travel in Latin America
- Excellent organizational skills and strong attention to detail
- Strong computer skills, including MS Word, PowerPoint, Excel and knowledge (or willingness to learn) e-mail marketing platforms like Informz
- Strong cross-cultural/interpersonal skills, including ability to interact with diverse stakeholders
- Excellent English and Spanish speaking, writing, and communications skills; Portuguese and/or French a plus
- Demonstrated experience in project management with ability to process information quickly and independently manage multiple projects in a fast-paced environment with strong attention to detail
- Understanding of student and/or leadership development theories with relevant prior experience working with student-led service organizations, study abroad/international volunteering programs, student association management, or other relevant fields
- Must possess current legal status to be able to work in the US

Responsibilities:

- Assist with the preparation of capacity building trainings for Partners' members on recruitment, retention, fundraising, working as a team, project development, and how to receive institutional support for new initiatives/projects.
- Assist with on-boarding of new chapters via virtual orientation workshops.
- Assist with establishment of PartnersCampus Exchange Program.
- Support new chapters with the creation of their plan of action, constitution, and completion of their overall final application.
- Highlight impact of chapter network via newsletters, mid-term and final reports, and Partners' social media accounts and blog posts.
- Facilitate matching process of student and affiliate chapter Travel Grant recipients with traditional chapters in the U.S. that can host them.



- Organize monthly meetings with Presidents, Vice-Presidents and General Members of PartnersCampus network for Check-ins to promote active communication among all members of the network.
- Coordinate all international youth events/days of action along with YA Team (ex: International Youth Service Day, International Youth Day, etc.).
- Support with all messaging related to Partners foundation grants, awards nominations, purchasing awards and preparing them prior to event(s), sending and keeping track of teaming agreements for all new chapters, re-chartering, collecting dues for all chapters, compiling and reporting information related to Partners' membership database to our communications and finance and administration team.
- Support with creation of YM profiles for all new chapters, link all executive board members and general members to respective YM accounts online, consistently update database and ensure it's up to date.
- Create applications for review from MDC for all new chapters with the following information: Interest Form, Final Application, Plan of Action, Letter of support from Institution, legal documents proving 501c(3) status.
- Create messages on Informz regarding reminders, upcoming events, updates related to membership, HEP, and any other tasks as needed.
- Support with overall network event planning for What Works events and youth engagement events such as the youth leadership retreat.

Occasional travel to events and other fundraising opportunities will be required.

In addition, candidates should have demonstrated ability to work independently and be a team player; possess good time management; be able to set priorities; be enthusiastic, energetic, and flexible to undertake multiple tasks.

Interested candidates must submit a resume and cover letter via our online application at <http://www.partners.net/jobs>. Position is open until filled. Partners is an Equal Opportunity Employer. Only finalists will be contacted.