



## MEMBER SERVICES ASSOCIATE

Association of Clean Water Administrators (ACWA) seeks to fill the position of **Member Services Associate**.

Founded in 1961, ACWA is the nonpartisan organization of State and Interstate officials who implement surface water programs throughout the United States. ACWA Members are those individuals with direct day-to-day responsibility for protecting and maintaining the quality of our nation's waters. As the national voice of State and Interstate water programs, the association strives to protect and restore watersheds to achieve "clean water everywhere for everyone."

Please view our website at to learn more about ACWA and to view the full job announcement: [www.acwa-us.org](http://www.acwa-us.org).

**Job Location:** Virtual to Start; Permanent Location: Washington D.C.

**Summary:** This position reports to and supports the Executive Director in the development and implementation of the association's mission, goals, and policies. The Member Services Associate is a vital member of our team and reports to and works directly with the Executive Director and collaborates with other key staff. The Member Services Associate should be a recent college graduate with 1-4 years of experience and have strong writing, communication, and research skills. An interest in communications, meeting planning, marketing, technology and association management is desirable. Generally, the **Member Services Associate** will have the following responsibilities:

- Support development, planning and implementation of ACWA's meetings, workshops, and webinars
- Responsible for managing and maintaining Association management software database, workspaces, and email lists
- Responsible for managing, maintaining, and overseeing of select website content
- Responsible for production of meeting & membership materials, Annual Report and Weekly Wrap
- Assisting and supporting ACWA Program and Operations Staff
- Tracking and communicating new programmatic and operational developments for the membership
- Reviewing and recommending member services and association management technology/software solutions and enhancements
- Other projects as assigned

**Salary:** Compensation is competitive and dependent on experience. ACWA also offers comprehensive retirement, health, life and dental package for full time employees. ACWA will not provide relocation costs.

**Travel:** Some travel is required for the purpose of meeting with stakeholders and for various Association meetings.

**How to Apply:** Qualified applicants should send their cover letter, resumes and a writing sample to:

**Attn: Human Resources**

[aivey@acwa-us.org](mailto:aivey@acwa-us.org)

**or mail**

1634 "EYE" STREET NW, SUITE 750  
WASHINGTON, DC 20006

**No phone calls please.**

**Deadline for Application: March 12, 2021 *Late submissions will not be accepted.***

*ACWA's is an equal employment opportunity organization. No person shall be discriminated against in recruitment or employment because of age, color, race, national origin, gender, disability, sexual orientation, marital status or other characteristic protected by law. ACWA is firmly committed to complying with the Americans with Disabilities Act (ADA). ACWA will make reasonable accommodations for otherwise qualified persons with known disabilities unless to do so would result in undue hardship to the association or other employees.*