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| **Department** | Membership Services |
| **Location** | Assigned School Districts |
| **Job Title** | Seasonal Membership Services Consultant (MSC) |
| **Supervisor** | Director of Membership |

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| **Type of position:**<br>[ ] Full-time<br>[ ] Part-time-Eligible<br>[x] Part-time Ineligible <75% | **Weekly Hours/Varied**<br>[ ] Exempt<br>[ ] Non-exempt | |

**General Description**

Responsible for membership recruitment through scheduled events with school district personnel, school administrators, and PAGE Ambassadors (building representatives).

**JOB DUTIES**

1. Recruiting members in assigned school districts
2. Providing timely delivery of new teacher information
3. Assuring in-person PAGE representation at assigned new teacher orientations/functions
4. Presenting PAGE information to new teachers and/or all new district staff
5. Updating of school contact lists
6. Scheduling school events to speak to prospective and current members collectively and/or individually
7. Serving as the liaison between PAGE members and PAGE departments
8. Performing work independently within guidelines
9. Providing semi-monthly event/work updates
10. Maintaining and sharing a weekly schedule
11. Maintaining and sending a monthly expense report
12. Acquiring materials necessary to perform duties

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13. Ability to cover other assignments/district activities as necessary
14. Maintaining professional relationships with all PAGE staff, associates, and school district personnel
15. Accepting other duties and/or responsibilities as assigned by the Membership Director or Executive Director

**Work Experience Requirements**

- Experience as an educator preferred
- Excellent verbal communication skills
- Excellent presentation skills
- Excellent organizational skills
- Proficiency with Microsoft Office suite

**Education/Certification Requirements**

- College Degree

**Preferred Qualifications**

- Sales/Marketing Experience

**Work Requirements**

- Ability to lift 15 pounds
- Ability to set up all materials and resources for recruitment table display, e.g., tablecloth, standing retractable banners, printed materials, small novelty items, etc.
- Reliable transportation to travel to assigned locations

**Worksite Description**

This seasonal membership role requires frequent travel throughout assigned area.

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| Date | 01/2026 |