

PROFESSIONAL ASSOCIATION OF GA EDUCATORS

Job Description Form

Department	Membership Services
Location	Assigned District/Remote (Home Office)
Job Title	Membership Services Representative (MSR)
Supervisor	Director of Membership

Type of position:

- Full-time
 Part-time-Eligible
 Part-time
Ineligible <75%

40 Hours / week

- Exempt
 Non-exempt

GENERAL DESCRIPTION

Recruiting and retaining members through maximum customer service in assigned district.

JOB DUTIES

1. Providing PAGE visibility throughout the assigned district
2. Possessing reliable transportation to perform district duties
3. Navigating traffic throughout the assigned district
4. Assuring timely delivery of new teacher information
5. Presenting to new teachers and/or all new district staff
6. Visiting schools with the purpose of speaking to prospective and current members collectively or individually
7. Developing and fostering relationships with the district's communications network of system and building contacts
8. Keeping communications network informed of PAGE initiatives and legislative proceedings
9. Serving as the liaison between PAGE members and PAGE departments
10. Fostering relationships with school system staff
11. Developing and maintaining professional relationships with all PAGE staff and associates
12. Maintaining/updating district's communications network of system and building contacts
13. Coordinating events with other MSR districts as necessary

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<ul style="list-style-type: none"> 14. Maintaining and sharing a weekly schedule 15. Maintaining and sending a monthly expense report 16. Staffing of information booths at conferences, as requested 17. Acquiring of materials necessary to perform duties 18. Functioning as part of a team to cover other district activities, as needed 19. Accept other duties and/or responsibilities as assigned by the Executive Director or Membership Director 		
WORK EXPERIENCE		
<ul style="list-style-type: none"> ▸ Preferably experience as an educator ▸ Excellent verbal and written communication skills ▸ Excellent organizational skills with the ability to multitask 		
EDUCATION/CERTIFICATION		
<ul style="list-style-type: none"> ▸ College Degree ▸ Sales/Marketing Experience a plus 		
WORKSITE DESCRIPTION		
A work from home position with the expectation of frequent travel throughout assigned district.		
DATE REVISED		05/22/2023