

**SCHOOL DISTRICTS INSURANCE CONSORTIUM
POSITION DESCRIPTION**

Position: Membership and Safety Coordinator

POSITION SUMMARY:

This position will be responsible for assisting the Executive Director and the Chief Financial Officer with the administrative and financial duties of a large non-profit organization. Acting as a liaison between potential/existing members and the organization, the **membership and safety coordinator** must be a highly organized individual with excellent communications skills. They should possess the creativity and analytical talent to effectively coordinate membership drives and safety programs/initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Directs and oversees membership activities for a membership organization or association. Develops programs, initiatives, and policies designed to increase and retain membership. Creates, updates, and distributes information to current members as well as prospective members. Reports to senior management. Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Capable of resolving escalated issues arising from operations and requiring coordination with other departments. Typically requires 3+ years of managerial experience.

.....

Additional Duties and responsibilities may include:

1. Assist the Executive Director in achieving program goals and with customer service to foster strong relationships with members, non-members and vendors.
2. Administer the Marketing and membership programs including development of program materials, resource manuals, reports and preparation of seminars and meetings.
3. Administer the Safety programs including development of program materials, resource manuals, reports and preparation of seminars and meetings.
4. Prepare necessary reports, documentation and applications for submission to the Dept. of Labor and Industry as required.

5. Create and manage database of existing and potential members, including overseeing all data entry, imports, exports, cleanup and tracking.
6. Compile, analyze and provide reports on membership composition, loss data and trends for Board Members, Executive Director and CFO.
7. Analyze prospecting and cultivation plans, enter data, track contacts within a Customer Relationship Management (CRM) database.
8. Coordinate and drive safety program and initiatives utilizing SDIC's safety and loss-prevention partner and analysis of injured workers trends within the consortium.
9. Work with marketing professionals, graphic design and print contractors to produce high-quality marketing materials that convey confidence and professionalism while adhering to budgetary constrictions set forth by the Board.
10. Take first reports of injury from School District or claimant; prepare and send claimant data electronically to the state website using electronic Workers' Compensation claims' forms; contact School Districts and/or claimant for Claim information; assign claim numbers, create files disburse state reports as required. Provide administrative assistance, including data base, creating and maintaining claims files, and providing support to ensure timely and accurate recording of claim information; prepare daily invoice paid report.
11. Respond to all emails, voice mail, and phone calls in a timely manner; and perform related tasks as requested by Executive Director.

SPECIAL RELATIONSHIPS:

Must have the ability to work in conjunction with management and support staff. Frequent contact in person, by telephone and by email with claimants, school district personnel, vendors and health care providers. Must be continuously aware of being a team member and an SDIC representative and project a favorable image.

Qualifications, Skill and Experience:

1. Bachelor's Degree in Marketing, Finance, Insurance or Human Resources Management
2. 3-5 years' experience with in a non-profit environment (preferred but not required)
3. Experience with Workers' Compensation and/or Insurance claims and practices
4. Experience with Safety Initiatives and Loss Prevention
5. Proven Marketing and Sales experience
6. Strong organizational and time management skills
7. Strong Written and Verbal Communication Skills

8. Strong Interpersonal skills to provide excellent service to Consortium members
9. Knowledge of basic accounting and office procedures
10. Proficient knowledge of Microsoft Office Programs including WORD, EXCEL and Outlook
11. Ability to operate a computer, fax machine, scanner and electronic copiers

POSITION SCOPE:

Reports to: Executive Director

Department: Administration

Position Level: Level 11

Full time (office hours currently 8AM-4PM)

Location: Lansdale, PA

Potential travel: 25%

Direct reports: None

Indirect Influence: Minor influence on the work of others.

Approval Authority: Restricted personal authority will have exposure to errors that will be easily detected and/or have minimal impact on the organization.

SDIC offers a competitive compensation and benefits package including paid time off, health/life/disability insurance and pension/deferred compensation plans.

The statements contained in this document are intended to describe the general nature and level of work being performed. They are not intended to constitute a comprehensive list of functions and duties. Management retains the discretion to add or to change the duties of the position at any time.

SDIC is an Equal Opportunity Employer and a Drug-Free Workplace

To Apply for this position, please email careers@sdicwc.org with a resume and cover letter