

AMTA is seeking an ASSOCIATION EXECUTIVE

The AMTA Board is searching for an individual to perform the following job functions as an independent contractor. It is estimated that the job will require 250 to 350 hours per year.

Job Functions:

1. Membership – Maintain membership database and collect dues. Assist the Membership Committee administratively.
2. Fulfillment - Stuff and mail brochures to fulfill co-op advertising and website related requests.
3. Records – Attend meetings and maintain business records of the Association.
4. Act as a “switchboard” to direct member requests to the correct person or committee and monitor website “info” address.

Reporting: The Administrative position will report to the President. An Administrative Committee consisting of the President, Treasurer, and Chairs of the Co-op and Membership Committees will provide oversight and performance review of this position.

Qualifications:

1. The individual must be proficient with database, spreadsheet, and general computer functions, and have necessary equipment and software available.
2. Professional office and administrative experience is required.
3. Individual must be able to work flexible hours and attend AMTA meetings as required.
4. Experience in the travel and tourism industry is a plus.
5. Knowledge of the Metro Atlanta Tourism industry and AMTA members is a plus.

To Apply:

If you or someone you know is interested in this position, please contact Theresa Jenkins, AMTA President – 770 429-1115 - tjenkins@marietta.ga.gov; or Gordon Price, AMTA Treasurer – 770 460-6016 – gprice@brochuredisplays.com, for more information or to apply for the position.