



PO Box 596
47 Main Street, Suite 206
Walpole, NH 03608
Tel 603-756-3670
info@granitestatewater.org
www.granitestatewater.org

Job Announcements

Member Services Coordinator Training Coordinator Administrative Assistant

About GSRWA: GSRWA is a nonprofit trade association dedicated to supporting professionals in the water and wastewater industry. The Association provides onsite technical support, training classes, and legislative representation. GSRWA was incorporated in 2005 and is a member of National Rural Water Association.

Focus of Positions: To create positive experiences for association members through trainings, large scale conferences, and by personally connecting them with the services they require. Proficient at working in a fast-paced environment where adjustments need to be made quickly, calmly and with a sense of positivity.

Logistics:

- In-person at our Walpole NH office.
- Full-time or Part-time
- Positions may easily be combined to form a full-time position
- Flexible hours; no weekends required
- Starting salary between \$17 and \$21 plus benefits. Salary commensurate with experience.

Job Responsibilities:

- Ensure efficient and effective coordination and management of the GSRWA Training Program, annual conference, and membership renewal.
- Plan, organize and facilitate GSRWA training classes. This includes working with the field staff to identify training topics, recruiting instructors, communicating with all participants to ensure that programs run smoothly, procuring venues around the state, and applying for credit approval from appropriate state agencies. As facilitator, travel within NH approximately 30 times per year to host in-person trainings.
- Plan and implement the annual conference. This includes marketing the event by creating and distributing brochures, sending email blasts and updating the tradeshow pages on the GSRWA website; creating an online registration system and tracking registration status for all attendees and vendors; working with field staff to create a

seminar series that offers a variety of topics within the selected theme of the trade show.

- Represent GSRWA at water related conferences, trainings and meetings. This includes talking with both system members and industry professionals so they understand what services we provide and facilitating connections between all parties.
- Complete administrative tasks such as processing mail, answering calls, arranging meetings, and filing documents based on best business practices.

Qualifications

- Bachelor's Degree or equivalent experience.
- Experience coordinating events such as workshops and/or conferences.
- Excellent verbal communication, written communication and organizational skills.
- Experience with spreadsheet, word processing, mail merging, powerpoint, email, and database software programs. At ease with learning website management.
- Demonstrated ability to make independent and coordinated decisions and a proven track record of customer service.
- A valid driver's license, vehicle and willingness to travel throughout New Hampshire.
- Have the physical ability to perform essential functions, including travel and event logistics. Candidates must be able to excel in situations that require standing, stretching, bending, walking, lifting and carrying a minimum of 25 pounds. Must be able to climb stairs as well as be physically and mentally capable of performing multiple tasks under extended heavy pressure.

To Apply: Please email a short note of interest with both formal cover letter and current resume attached. Send to info@granitestatewater.org