

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.

The SVS is looking for a full-time **Membership Engagement Specialist** who will be responsible for supporting the membership team with various duties in a supportive role.

What you bring to the job

- Bachelor's degree in journalism, English, communications or marketing discipline required and up to 1 year of professional experience in an office, association, or related environment/college internship experience acceptable
- Strong, demonstrable writing skills with ability to understand an audience and develop relevant voice and message
- Experienced with database maintenance
- Outstanding customer service skills and orientation
- Strong organizational skills and a love for tracking data and project outcomes
- Exceptional detail-orientation and accuracy are essential
- Ability to effectively balance multiple projects and set priorities under deadline pressure while working collaboratively with internal staff and external members
- Creative thinking, proactive mindset and problem-solving skills required
- Highly motivated, results-oriented, and able to prioritize efforts to use limited resources efficiently
- Experience with technology platforms

What you own

- Serve as a liaison for membership inquires while providing an exceptional level of customer service
- Manage the Membership and Student and Resident inboxes by responding to basic inquiries
- From October – February, assist with processing membership invoices, taking dues payments over the phone, contacting suspended members, etc.
- Support database tasks, inclusive of updating member records, running and creating reports, and pulling membership list requests.
- Assist in working with the publisher to fix journal delivery issues and generate journal update reports
- Assist with creating and distributing monthly newsletters to SVS members and non-members
- Collaborate with the Membership Manager and IT team to test yearly database upgrades
- Provide membership support at the SVS Central Booth during VAM and local SVS educational events
- Collaborate with the Membership team to develop and implement strategies for membership recruitment, retention, and engagement
- *Support the Membership Team with various VAM-related tasks, which may include the Residency Fair, Section Sessions, and Society Relations events*
- Streamline the organization of department files and standard operating procedures (SOPs).

Job Posting

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional evening and/or weekend work maybe required based on business needs. Occasional travel to support the membership booth at local meetings and the Society's Annual Meeting. Hybrid: two-days in office per month.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

To Apply:

Please submit your resume to HRResumes@vascularsociety.org.