



NHSAA | Member Services Specialist

The **NHSAA** is seeking a qualified, enthusiastic, kind, skilled, and open-minded team member to serve as the Association's **Member Services Specialist**.

The ideal candidate possesses the following talents, experiences, and attributes:

- **Education** – associate degree (minimum requirement)
- **Dispositions and Mindsets** –
 - Impeccable attention to detail and highly organized.
 - Efficiently and effectively flourish in a busy and multi-project environment.
 - Prioritize tasks and the ability to reliably meet and exceed deadlines.
 - Autonomy and self-direction along with the ability to work with others.
 - Outstanding communication skills (written and verbal).
 - Multi-platform technological skills (word processing, emailing, spreadsheets, desktop publishing, basic web design, database, Association Management System (AMS), Google Suite, and Office Suite – both Mac and Windows OS).
 - Friendly and enthusiastic demeanor.
 - A true passion and belief in public education!

Salary and Benefits – the NHSAA offers a competitive salary and benefits package. Salary range of \$50,000 - \$55,000 / per year depending on qualifications and experience. Discretionary benefits package is offered at 25% of base pay. Additionally, the NHSAA offers employees a 401(k) plan with a Safe Harbor match.

Work Environment – the NHSAA office is optimistic, busy, collaborative, and high energy. The Member Services Specialist will mainly work in-person at the NHSAA office in Concord, NH (with some flexibility and off-site locations).

Interested candidates should submit (in **PDF** format) a cover letter, a current resume, and the names of three references that we can contact. Email completed application packets to Dr. Mark MacLean – mmaclean@nhsaa.org – by **Monday, May 13, 2024**. Interviews will follow during the week of May 20 – May 24. We look forward to welcoming our new team member!

Please click [here](#) to view a summary of the NHSAA – Member Services Specialist job description.

The NHSAA is an equal opportunity employer.