

GSTC Membership Coordinator - Job Description

Overview -

The GSTC Membership Coordinator is responsible for accomplishing a number of operational and coordination functions of the organization related to the Membership and supporting operations.

Roles & Responsibilities -

1. Oversee administrative functions relating to membership management:
 - Oversee membership payments
 - Track membership records in the CRM
 - Provide support related to the GSTC Members Directory and access to the Membership area on the GSTC website
 - Manage pending renewals and expired members
 - Interaction and answering Members' questions, inquiries and requests
2. Supporting operations of the organization:
 - Bookkeeping support. Tracking payment, issuing invoices, and similar activities
 - Documentation and Records Keeping
 - Note-taking at Committees meetings
3. GSTC Criteria revision and expansion support. GSTC will be conducting a number of public consultations related to the possible revision and expansion of the GSTC Criteria. Support compilation/organization of input from public consultations.
4. Miscellaneous other administrative duties shared with and under the direction of the General Manager, potentially including monitoring and replying received inquiries, maintaining records and archives of organizational activities, generating invoices, etc.
5. Provide backup support to essential duties of other staff members as needed during any of their personal leaves.

Reporting Relationship -

Reporting relationship is to the General Manager.

Essential Qualifications:

- Bachelor's degree or higher
- 2 years minimum professional work experience in some element of management, coordination, tourism

- Understanding of what the GSTC is, its scope, and what it does (please study the [GSTC website](#) if necessary)
- Comfortable with working independently and remotely, the GSTC is a "virtual" organization and truly global
- Comfortable with working across different cultures. Our staff, Directors, Trainers, and volunteers work from various locations around the world
- Language skills: professional grade written and spoken English is required
- Personal skills: strong organizational and interpersonal skills
- Software skills: intermediate or higher level user of MS Office (Excel, Word, PowerPoint) and its Google equivalent, with proven ability to quickly learn various software applications

Preferred but Not Required Qualifications:

- Citizens/residents of Republic of Korea
- Additional language skills: Spanish or Chinese
- Personal skills: strong organizational and interpersonal skills
- Software skills: WordPress, CiviCRM

Application Procedure:

Qualified candidates are invited to submit their CV plus a letter stating their motivation, interest, and how they plan to contribute to the GSTC to apac@gstcouncil.org.

Please do not apply if you do not fulfill the Essential Qualification.

Candidates of interest will be contacted for further information and will be informed of the compensation package. Applications should be submitted by **7 February 2022**.