

<b>Job Title:</b>	Committee Coordinator	<b>Job Category:</b>	Administrative (part time)
<b>Location:</b>	Flexible	<b>Travel Required:</b>	Limited travel required.
<b>Compensation:</b>	\$20-\$25/hour	<b>Position Type:</b>	Part Time (up to 20 hours/week)
<b>HR Contact:</b>	Joel G. Carson (Executive Director)	<b>Date Posted:</b>	December 14, 2021
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	December 23, 2021
		<b>Anticipated Start Date:</b>	January 10, 2021 or sooner

**Applications Accepted By:**
**FAX OR EMAIL:**

Info@Geoprofessional.org  
Subject Line: GBA Committee Coordinator Application

**MAIL:**

Geoprofessional Business Association  
15800 Crabbs Branch Way, Suite 300  
Rockville, MD 20855

**Job Description**
**ROLE AND RESPONSIBILITIES**

Reporting to the Executive Director, this position will coordinate the activities of the Geoprofessional Business Association (GBA) up to 8 committees and task forces including scheduling meetings, preparing agendas, attending meetings, recording, and interpreting proceedings to ensure accuracy, composing correspondence, minutes and reports; conduct research, and provide support related to committee/board meetings.

Successful candidates may also provide support with social media (LinkedIn, Twitter, Facebook) platforms and will work with teammates to update GBA's website ([www.geoprofessional.org](http://www.geoprofessional.org))

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Bachelor's degree in communications, Business Management, Association Management, or similar, preferred and/or significant experience in similar roles.

Non-Profit Association Experience preferred

Extensive experience with MS Word, Excel, and PowerPoint

Experience with virtual platforms (i.e. Zoom, MS Teams, MyCommittee) important

Experience with CRM databases

**PREFERRED SKILLS**

- Excellent verbal and written skills
- Collaborative teammate
- Effective time management skills with ability to prioritize daily work
- Independent Worker
- Dependable
- Positive Demeanor

**ADDITIONAL NOTES**

GBA is the only organization dedicated solely to helping geoprofessionals meet their unique business challenges. No other entity admires, respects, and supports geoprofessionals more than GBA and the individuals who comprise it, and everything that GBA does is designed to promote members' success.

GBA provides an outstanding ROI by applying the resources, knowledge, relationships, and education GBA has created to help its members and their clients confront risk and optimize performance.

This position will focus on collaborating with volunteer leaders to support their committee efforts. Successful candidates will work closely with other GBA staff members in a collaborative, team-effort approach.

*All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, genetic information, or protected veteran status, and will not be discriminated against on the basis of disability.*
