

Kansas Motor Carriers Association

Position Description

Position title – Membership and Safety Services Director

Supervisor – Executive Director

Start date – As soon as possible

Brief Summary Description: This position will be responsible for membership retention and recruitment efforts, commercial vehicle safety rules and regulations, registered lobbyist, assist the Executive Director in day-to-day operations of the Association.

Position Objectives:

- Direct and create programs for member recruitment and retention.
 - Enhance the image of the Association and its members, including but not limited to increasing overall industry awareness, leading and supporting workforce development efforts, and overall educational and community outreach.
 - Assist members with commercial vehicle safety issues.
 - Work with the KMCA staff members to increase non-dues revenue.
 - Registered lobbyist, assist in educational efforts and monitoring in order to carry out KMCA policies.
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Position Responsibilities and Areas of Authority:

- Create, implement and measure the promotion of products and services of the Association.
- Ensure that there is a maximum level of promotional support for Councils, TDC, Annual Conference, Board Meetings, and other events that are developed.
- Commercial Vehicle Safety Specialist.
- Work with the accounting staff on the management of the membership database and other association management programs.
- Serve on any boards or commissions to support the interests of the trucking industry as approved by the Executive Director.
- Other duties as assigned.

Qualification/Skills:

1. A commitment always to providing strong, positive and collaborative leadership.
2. Strong verbal and written communication skills along with the ability to relate with people from the boardroom, office personnel, driver and orientation classroom.
3. Robust working knowledge of social media platforms and websites, as well as in the production of printed materials and the planning and execution of large events.
4. Knowledge of the practices and operations of motor carrier enterprises.
5. Strong leadership, teamwork, flexibility, communication and initiative to be a self-starter.
6. Ability to work independently.
7. Travel as required.
8. Knowledge of standard office procedures, including file management, project development and implementation.
9. Skill and accuracy in use of standard office equipment.
10. Experience with multi-line phone system.
11. Strong working knowledge of Microsoft Office software.
12. Ability to manage high volume of work with accuracy and tight deadlines while maintaining a positive attitude and upholding KMCA policies.
13. Ability to work on multiple projects at once.
14. Ability to effectively work and interact with various cultures and ethnicities.
15. Ability to maintain confidentiality.

Competitive Salary, depending on safety and membership knowledge and experience.

DISCLAIMER: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Interested candidates should email a cover letter and resume to administrator@kmca.org