



Job Title: Membership Specialist  
Reports To: Senior Director of Membership  
Location: Las Vegas, NV

We are seeking a dedicated and enthusiastic Membership Specialist to join our team. This role is a primary point of contact for new and existing members and is involved in new member recruitment, training and support to members and volunteers, and troop and member support throughout the entire troop life cycle. This role works on multiple simultaneous projects so each day is different from the next.

#### Key Responsibilities:

- Recruiting new girls and adults to the organization
- Building relationships with volunteers and members resulting in retention and referrals for new members and volunteers
- Answering phone calls and responding to in-person member needs at the Council
- Ensuring volunteers follow GSUSA and GSSNV policies and procedures
- Attending Service Unit meetings and strategizing to increase the number of troops in their areas
- Onboarding new troops and guiding them through their first year and beyond
- Monitoring volunteer training and assists with coordination of the annual volunteer conference
- Ensuring volunteers receive appreciation and awards at the Service Unit and council level

#### Qualifications:

- Prior customer service experience in a high-volume environment, including phone, online, and in-person support, is strongly preferred.
- Physical ability and dexterity to move around event locations and independently lift and carry up to 30 pounds.
- Willingness to work outdoors in Las Vegas environments, including extreme weather conditions during certain times of the year.
- Prior sales experience is preferred and may contribute to success in this role.
- Ability to work a flexible schedule, including evenings and weekends.
- Valid driver's license, clean driving record, reliable transportation, and verification of minimum insurance coverage are required.
- Fluency in Spanish is strongly preferred.

Scan the QR code  
below to submit your  
resume for consideration.

