

Membership & Operations Coordinator Job Description

Start Date: September 2023

End Date: Through 2024 Chicago Auto Show (March 2024)

Location: In-office role (18W200 Butterfield Rd., Oakbrook Terrace, 60181)

Hours/pay: 40 hours per week (9a-5p); paid hourly

Association Membership, Education & Events

- Assist Senior Director of Project Management, Membership & Technology to retain, develop and grow association membership including dealers, allied and member benefits partners
- Build and sustain strong member relations through attentive detail in handling member requests
- Assist Senior Director of Project Management, Membership & Technology in planning and promoting association education series (in-person seminars and webinars)
- Assist Senior Director of Project Management, Membership & Technology in producing content for CATA e-Headlines biweekly membership newsletter, quarterly newsletter and membership report
- Assist Administrative Assistant in preparing/ mailing Membership Kits, distributing dealer forms, answering/routing member phone calls, and booking meeting requests.

Chicago Auto Show & First Look for Charity

- Assist in overall event planning/logistics related to the Chicago Auto Show and First Look for Charity
- Assist with exhibitor and allied communication leading up to the Chicago Auto Show including following up with exhibitors for contracts, certificates of insurance, credentialing, etc.
- Support related to updating and maintaining exhibitor contact information
- Help Director of Marketing facilitate the allied/aftermarket event area within the Chicago Auto Show
- Work alongside Senior Director of Project Management and Accounting/Finance Manager to update and maintain budget and projection spreadsheets
- Work with Administrative Assistant/First Look for Charity Coordinator to facilitate charity communication and reporting

Key Events

- Chicago Drives Electric: Fall EV Drive (Sept. 28 – Oct. 1, 2023)
- First Look for Charity Media Preview (January)
- Friday Night Flights Media Tasting (January)
- Chicago Auto Show (Feb. 8-19, 2024)
 - o Media Preview
 - o First Look for Charity
 - o Miles Per Hour
 - o Friday Night Flights

Interested in joining our dynamic team? Please send your resume and qualifications to opportunities@drivechicago.com with the role title in the subject line.

