

# PODS Association Communications and Membership Coordinator

Contract \$45,000, paid in a bi-monthly retainer

Pipeline Open Standards Association (PODS) is a leader in Data Standards for the pipeline industry for pipeline data management. This dynamic and collaborative Association consists of organizational members (130+) whose employees (over 2000) use the information and services of the Association.

PODS Association Communications and Membership Coordinator is an important role in the organization that creates understanding and engagement among PODS members and stakeholders.

This role requires the ability to work independently. All PODS Association team members work remotely at different locations in the U.S. Applicant must be able to initiate and complete work without oversight. This role is as an independent contractor.

Assigned work is outlined in PODS strategies, plans, and much is recurring work such as newsletters and other communications to members. Specifically:

**Create and update PODS communication content**, seeking content from subject-matter-experts as needed and providing editing and formatting for technical pieces.

Communications will include:

- Emails to members
- Newsletters
- Webinars (set up, branding, posting of related materials)
- Website announcements and updates to other content
- Formatting technical documents
- Brochures and other collateral material
- Social media posts such as LinkedIn

**Support PODS and industry events, including Annual Conference, PODS Forum, exhibitor and conference presentations.**

- Support PODS annual conference (fall time) and Forum (spring) with the assistance of Conference Committee and the Executive Director, including
  - Venue scheduling and contract for all onsite needs
  - Printing coordination
  - Advertising and registration
- Plan and support other PODS events such as training sessions

These may be in-person in Houston, TX or provided through webinars.

### **PODS Association Membership**

All aspects of the member database system is owned by the Membership Coordinator. Responsibilities include assisting members in logins and updates, work with PODS accountant to support annual membership invoicing and payment, monitor membership activity through auto-notifications, documenting member correspondence in member-records.

### **Membership engagement and responsiveness**

Provide timely response to inquiries, including complex questions. Seek answers from subject-matter-experts as needed. Demonstrate resourcefulness in addressing questions, issues and problems.

### **Annual Elections for Board of Directors**

- Provide assistance in communicating election process, dates, and slate of candidates in emails, newsletters and website.

## **Equipment and Software**

- Contractor will provide a computer, and software including Microsoft Office
- Contractor will use technology tools as subscribed for by PODS Association including, but not limited to:
  - Wordpress
  - Go to Meeting or Zoom
  - Basecamp
  - SmartSheet

If you are interested in this role, please submit a resume and cover letter describing experience and qualifications. Be as complete as you can in demonstrating your fit for this role.

Submit to: Kathy Mayo [Kathy.mayo@pods.org](mailto:Kathy.mayo@pods.org)