

Position: Membership Manager

Reports to: Executive Director

Position Summary

The Endless Mountains Visitors Bureau (EMVB) is seeking an outgoing, community-minded person to serve as the Membership Manager. The Membership Manager will work directly with partner businesses/organizations and provide them with marketing services. They are responsible for acquiring and retaining members and fulfilling EMVB's membership benefits. They also assist in creating publications such as the annual visitors guide and perform standard clerical duties to maintain the visitors center.

Duties

- Develop and manage a campaign to recruit new members.
- Manage the accounts of existing members, provide regular check-ins, and process annual renewals.
- Maintain membership listings and events on the EMVB website.
- Create monthly member newsletters.
- Submit member news and events to partner publications.
- Write and distribute press releases.
- Compile member listings and sell ads for annual visitors guide, Christmas brochure, and other print publications.
- Manage the annual Tunkhannock Christmas Decorating Contest.
- Assist Executive Director in creating photo, video, and written content for publications, social media, and website.
- Assist in planning educational marketing workshops and annual meeting.
- Track member literature supply and notify members when supplies are low.
- Assist in literature distribution such as bulk mailings, visitors guide distribution, and filling brochure racks throughout the region.
- Coordinate workflow with student workers/volunteers.
- Welcome visitors to the EMVB office and refer attractions to meet their interests.
- Attend board meetings and compile minutes.
- General office duties as needed.

Qualifications

- High school diploma or GED required. Marketing or communications major (or similar degree) or equivalent experience preferred.
- Two years of work experience in a public-facing position preferred.
- Superior organizational skills and attention to detail.
- Good sense of humor and positive attitude.

- Exceptional customer service and business etiquette.
- Strong written and oral communication skills.
- Willingness to work evenings and weekends a few times per year to support events.
- Technical knowledge and experience in Microsoft Office and WordPress preferred.
- Must be able to pass a state and federal background check.
- Must be able to lift up to 35 pounds.
- Must have a valid Pennsylvania driver's license.

Location: In-person at the Endless Mountains Visitors Bureau office, 5405 SR 6, Tunkhannock, PA 18657.

Hours: Full-time Monday through Friday 8 a.m. to 4 p.m. Expected start date around May 1, 2026.

Pay & Benefits:

- Hourly \$19.23 per hour (\$40,000/year)
- Excellent health insurance
- Dental and vision insurance
- 40 hours of PTO accrued each quarter
- Travel reimbursement at government rate

How to Apply

Please email a cover letter, resume, and contact information for two professional references to info@endlessmountains.org. Please include "Job Application" in the subject line.

About the Endless Mountains Visitors Bureau

The Endless Mountains Visitors Bureau is the designated tourism promotion agency for Sullivan and Wyoming counties in northeastern Pennsylvania. Since 1962, this non-profit organization has marketed the region through regional, state, and national publications; newspapers; broadcast media; trade shows; online publications; and more.

The Endless Mountains Visitors Bureau is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, disability, veteran status, age or genetic information, sexual orientation, or any other status protected under local, state, or federal law.