



# Associated General Contractors of Wyoming

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The Associated General Contractors of Wyoming (formerly the Wyoming Contractors Association) is seeking applicants for the position of Member Services. This dynamic position offers opportunities in office management, membership services, event planning, and communications. This is the fulfilling and challenging opportunity you have been looking for to take a deep dive into trade association work.

## Responsibilities:

- Oversee and coordinate all the office's administrative activities
- Organize meetings
- Event planning
- Managing databases
- Communications with staff and members
- Reviewing and approving supply requisitions
- Prepare biweekly invitation to bid information
- Membership Directory
- Social Media
- Designs Publications
- Website Management
- Other duties as assigned

## Qualifications:

- Microsoft Office
- Excellent organizational and time management abilities
- Strong attention to detail
- Effective communication and interpersonal skills
- Maintain effective working relationship with management, members and partners

Travel: Limited overnight is required (1-2 nights per month)

Location: Cheyenne, WY

Compensation: Competitive pay; Health insurance; Retirement (401k match); Phone stipend

Schedule: Monday-Friday, Full-time position

To Apply: Send letter and resume via email to [katie@agcwyo.org](mailto:katie@agcwyo.org)