



**VOLUNTEER OPPORTUNITY**

# Membership Engagement Volunteer

The Membership Engagement Volunteer serves as a key administrative support resource and often acts as the first point of contact between members, prospective members, and Supply Chain Canada. This role focuses on delivering excellent member service, responding to inquiries, supporting retention efforts, and helping ensure a positive member experience.

## KEY RESPONSIBILITIES

- Serve as a first point of contact for member and prospective member inquiries.
- Respond to emails and inquiries in a professional and timely manner.
- Provide information on membership benefits, enrollment, programs, and designation pathways.
- Direct inquiries to appropriate staff members when additional support is required.
- Support retention initiatives through member outreach and engagement.
- Assist with maintaining accurate membership records and contact information.
- Identify common member questions and provide feedback to improve communications.
- Support the promotion of chapter events, programs, and member benefits.
- Assist with administrative tasks related to membership management.

## SKILLS & QUALIFICATIONS

- Strong relationship-building and communication skills.
- Enthusiastic and customer-service oriented.
- Comfortable engaging with professionals from diverse industries.
- Creative thinking and problem-solving abilities.
- Experience in member services or networking is an asset.
- English proficiency sufficient for a professional environment.

## Interested in this role?

Scan the QR code to sign up or learn more about volunteering with Supply Chain Canada West.



Scan to apply or hit the link [HERE](#)