

Wyoming Trial Lawyers Association Job Opening:

The Wyoming Trial Lawyers Association (WTLA) is seeking a part time – Membership Support Associate to join our team. We are looking for a dynamic candidate who is interested in a multifaceted position. The Membership Support Associate will work closely with the Deputy Director, assisting with the day-to-day operations of the organization and communicating directly with the membership base.

ABOUT WTLA: The Wyoming Trial Lawyers Association is the state's largest voluntary statewide legal organization. Our members are attorneys dedicated to protecting the health and safety of Wyoming families, enhancing consumer protections and preserving each citizen's right to trial by jury and access to the courts. WTLA is committed to improving the quality of legal representation for Wyoming families by providing high quality legal education and keeping abreast of legislative and judicial activities.

The duties and responsibilities of this position include, but are not limited to the following:

- Membership data maintenance; including billing, contact information updates & tracking, member listserves, membership reports and troubleshooting issues.
- In house accounting duties including but not limited to: assisting with accounts payable, accounts receivable, financial statements and account reconciliation.
 - Work with CPA and/or other vendors for general accounting, audits/annual filings
- Assist with planning and execution of special events.
- General administrative support and office duties as needed.

General Qualifications:

- Public Relations/Communications – comfortable calling, visiting and reaching out to a variety of communities: members, public, educators, students and others.
- Demonstrated verbal, written and interpersonal communications skills, including the ability to work effectively with staff, Association leaders, WTLA members.
- Organized Self Starter – ability to manage varied duties with minimal direct supervision.
- Detail oriented, proactive individual who takes ownership of their work.
- Ability to follow and successfully complete both written and oral directions.

Specific Qualifications/Experience:

- Non-profit/Association background a plus.
- Experience with Excel & Word required.
- Database management a plus.
- Background with QuickBooks, Outlook & Google Suite preferred.
- Demonstrated computer literacy and familiarity with current technology and equipment.

Timeline and Details:

- Part time position based in Cheyenne, Wyoming – 20 hrs/week, flexible schedule. Requires working two–three weekends a year.
- Some travel.
- Salary Range: \$15-\$18/Hour based on experience.
- Hiring decision should be made by the end of March with a projected start date the middle of April.

For consideration please submit a resume and cover letter, including the contact information for three references, by March 20, 2019 to:

Wyoming Trial Lawyers Association
2111 Warren Avenue
Cheyenne, WY 82001

or

email to wytla@wytla.org with the subject line WTLA Membership Associate