

Corvette Club Relations Coordinator



INCUMBENT: Vacant
REPORTS TO: Member Relations Specialist
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt
DATE: Open Until Filled

DESCRIPTION

With over one-thousand Corvette Clubs in the US and Canada, this position will be the primary liaison for all Clubs. They will manage all aspects of these relationships, from the Ambassador program to scheduling club visits to the NCM. They will schedule themselves and other NCM team members to attend club meetings to speak on behalf of the NCM, both in person, and via zoom/teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ambassador Program

- Implementing a major overhaul of the Corvette Club program.
- Planning and implementing Ambassador meetings on-site, regionally, and at the Ambassador Academy.
- Consistently communicating through social media, email, and phone with Ambassadors.
- Managing the Ambassador database and contacting clubs to ensure all Ambassadors are active
- Managing the points program and awards ceremony.
- Providing roster checks for club memberships.
- Updating and managing information in the Altru system.
- Working with the Marketing team to grow the Ambassador Program.

Corvette Clubs

- Updating and managing all Corvette Club records in the Altru system.
- Soliciting all clubs, both nationally and internationally, to appoint Ambassadors.
- Soliciting all clubs, both nationally and internationally, to join the NCM.
- Scheduling NCM attendance at club meetings.
- Consistently communicating with all clubs.
- Scheduling Corvette Club visits to the NCM-both booking, and servicing.
- Managing the parking lot banner program.
- Managing club awards annually
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Associates degree required.
- Existing knowledge of the Corvette, GM Bowling Green Assembly Plant, and/or National Corvette Museum strongly preferred.

QUALIFICATIONS

- Must be able to provide prompt and courteous customer service in person and over the phone.
- Proficiency with multi-line phones and Microsoft® Office Suite applications.
- Demonstrated reliability and proficiency in multi-tasking in a fast-paced office environment.
- Professional attitude and broad familiarity with administrative support requirements and expectations.
- Excellent written and oral communications skills with the ability to develop constructive relationships.
- Strong work ethic and unquestioned personal and professional integrity.
- Must be a self-starter who can organize and prioritize work independently with ability to make sound decisions.
- Strong attention to detail, establishing priorities, and meeting deadlines.
- Goal oriented
- Demonstrated sales and marketing drive.
- Ability to utilize platforms such as Zoom and Teams.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other equipment in the office.
- Ability to work in an environment with exposure to loud environmental noise.
- Must have sufficient mobility to move around the Museum, and the community.