

Job description – membership coordinator

CSR Asia invites applications for the post of Membership Coordinator to start January 2012 or as soon as possible thereafter.

CSR Asia is the leading provider of information, training, research and consultancy services on sustainable business practices in Asia. Operating as a dynamic social enterprise, CSR Asia occupies the unique middle ground between civil society organisations and fully commercial consultancies. Through our offices in Beijing, Bangkok, Hong Kong, Kuala Lumpur, Guangzhou, Tokyo and Singapore and our partnerships in Vietnam and Bangladesh CSR Asia builds capacity and promotes awareness of CSR in order to advance sustainable development across the region.

CSR Asia is looking for a Membership Coordinator who will support our Strategic Partner Programme and the Community Investment Roundtable. We are looking for a self-starter who will act as a contact point for our members. The role will be supporting the two Directors overseeing the programmes. You should be an excellent organiser with strong social and English writing skills.

The main aspects of the role will be:

- Membership administration: renewals, payments, and coordinating invoicing with local offices and managing CSR Asia Community Foundation funds.
- Help initiate and organise member-only events, such as the Annual Stakeholder Forum, quarterly briefings for strategic partners and roundtable meetings
- Provide information and follow up to prospective and new members
- Provide members with ongoing updates of CSR Asia, distribute research on CSR in the region, and oversee annual members' surveys
- Support Directors in managing and developing initiatives, peer groups and roundtables on related CSR issues
- Support Directors in updating communication materials, such as website, flyers and case studies
- Support Directors in updating and ongoing development of membership portals
- Development of a contact database of members and partners

We are looking for candidates with the following qualifications and skills

- Bachelors degree
- Minimum 2 years relevant work experience, or graduate with strong intern experience
- Strong English writing skills
- Strong IT-skills, particularly in MS PowerPoint, Excel, and preferably database management
- Prior CSR experience or demonstrated CSR interest is not required, but will be an advantage

The role can be based in our offices in Hong Kong or Kuala Lumpur. Applicants in Kuala Lumpur must be Malaysian citizens or have Permanent Resident status.

Please submit cover letter, CV and indicative salary expectation to rohayu.ramli@csr-asia.com before 2 December 2011.