



MEMBERSHIP COORDINATOR JOB DESCRIPTION

Job Purpose

The Membership Coordinator is responsible for the coordination of outreach, technical assistance, relationship building, and Membership support. This position is largely accountable for onboarding new members, coordinating member access to member benefits, developing promotional materials, and administering membership dues/accounts receivable.

Assists the Membership and Communication Director with logistical support and event preparation. Assists the Coalition's strategic efforts in training and education that support the mission, goals, and objectives of the Coalition to Stop Violence Against Native Women (CSVANW) and represent the needs and expectations of members.

The ideal candidate should have general knowledge of gender-based violence and its intersections with social justice movements and have a talent for building strong relationships and public speaking. This is a non-exempt, salaried position.

Duties and Responsibilities

- Supports Membership and Communications Director in creating and maintaining strategic relationships with Members and partners to develop and implement innovative outreach and education initiatives to address violence
- Develops culturally relevant and educational materials for Membership program such as marketing, outreach efforts, and member onboarding
- Solicits membership (new and renewing), coordinates and implements strategies for membership retention, including tracking membership invoicing, needs analysis, tribal community programming overview, and providing technical assistance (i.e. COVID-19 mitigation support)
- Works closely with Membership and Communications Director to further develop Membership Program to meet the needs of current and potential members
- Other duties as assigned by the Membership and Communications Director



Qualifications

Demonstrated knowledge and a minimum of two years' work experience in one or more of the following:

- o a social justice-related advocacy organization (e.g., racial justice, economic justice, housing justice, food justice, immigrant justice, and reproductive justice).
- o grassroots or community organizing efforts addressing social inequities.
- o non-profit organization
- o graphic design

Skills, Knowledge, and Abilities

- Excellent oral and written communication skills and strong interpersonal skills to conduct presentations
- Strong skills in networking, establishing, and maintaining relationships with tribal communities, tribal leaders, direct-service providers, and others
- Utilizing computer equipment, software, and other electronic devices to perform work effectively and efficiently is desirable.
- Experience working with New Mexico tribal communities/clientele; cultural sensitivity to the needs and distinct tribal and cultural ways of life.
- Knowledge and understanding of accounts receivable/subscriptions, the nature of grant requirements, and professional standards for nonprofit organizations.
- Ability to organize a daily workload by priorities and be able to meet deadlines in a fast-paced, quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills
- Working knowledge of Microsoft Suite, Canva, Constant Contact, Zoom, and Slack is preferred

Working Conditions

- Most essential duties are performed in an office environment.
- Will require stable and reliable access to the internet
- Will occasionally require work outside of normal business hours, including evenings, weekends, early mornings, and overnight.
- Occasional travel in and out of state. Use of a personal vehicle will be required for in-state travel, must possess a valid driver's license and proof of auto insurance.
- Will occasionally require lifting of heavy materials and equipment up to 25 pounds.

Direct Reports

None



Compensation

CSVANW offers competitive salaries, excellent benefits, and an innovative working environment. CSVANW is dedicated to promoting an environment of collaboration and workplace flexibility. The benefits package includes generous vacation, full employer-paid health, dental, vision, disability, health, and mental wellness support, and an emphasis on work-life balance. **The salary for this position is \$45,500.**

How To Apply

Submit your resume and a cover letter that you believe best expresses your commitment and passion for this position to: oabeyta@cspanw.org

If you have questions about the position, please contact Orlinda Abeyta at: oabeyta@cspanw.org