

## Membership Coordinator Opportunity

### Summary:

NATOA is looking for a Membership Coordinator to act as the liaison between our organization and our members. The Membership Coordinator will be responsible for all aspects of membership, from serving as the first point of contact for membership related questions to organizing events to recruit new members. You will also be tasked with maintaining records, tracking membership figures, and coordinating with the accounting department regarding the payment of membership fees.

To be successful as a Membership Coordinator you should be able to keep membership numbers up and ensure member satisfaction. Ultimately, an excellent Membership Coordinator should be an outstanding communicator with a talent for building strong relationships between members and the organization.

### Responsibilities:

- Handling all questions, information requests, and complaints regarding membership.
- Processing membership applications, renewals, and resignations.
- Maintaining and updating membership records.
- Assisting with member communication activities.
- Collecting data, tracking membership statistics, and preparing reports.
- Developing and implementing strategies to recruit new members.
- Coordinating with the accounting department to track membership revenue.
- Preparing membership marketing materials.
- Organizing events and activities for existing and prospective members.

### Requirements:

- Previous experience in member management, sales, or recruitment.
- Proficiency in Microsoft Office.
- Excellent verbal, written communication skills and editing skills.
- Excellent customer service skills.
- Ability to think creatively and take initiative.
- Highly organized.
- Ability to travel within Canada

### Considered an Asset

- Demonstrated experience working with diverse cultures
- Established connections within the Indigenous business community and non-profit is an asset;

### To Apply:

- Please submit your resume and cover letter to [info@natoa.ca](mailto:info@natoa.ca) on or before February 28<sup>th</sup>, 2020. via email, with "Membership Coordinator" in the subject line. We would appreciate no phone calls or agencies.
- We would like to thank all applicants for applying for this position, however you will only be contacted if your candidacy is being considered. NATOA is committed to an inclusive and accessible recruitment and selection process.

### Job Type:

- This is a contract position working 30 hours per week ending December 30<sup>th</sup>, 2020 with option to renew.
- Work remotely from home

### Salary

- \$30K-\$35K