



## **Job Description – Membership & Outreach Coordinator**

**Summary:** The Membership & Outreach Coordinator is responsible for recruiting and retaining members, and for planning and coordinating events, mailings, and social media.

**Reports to:** President

### **Duties:**

- Develop and implement various strategies intended to recruit and retain members.
- Help develop various promotional materials (brochures, fliers, posters, invitations, etc.).
- Oversee membership renewals (each fall).
- Prepare a monthly e-newsletter.
- Use social media in creative ways to expand ISDSA's reach and support.
- Maintains ISDSA's websites.
- Organize various events (Annual Meeting, cultivation events, member gatherings, etc.)

### **Desired Qualifications:**

- Commitment.
- An engaging and outgoing personality.
- Ability to work with minimal supervision.
- Ability to listen and to communicate effectively in writing and in person
- A positive mental attitude, a commitment to customer service, and an appreciation that you are an ambassador for MFT in all that you do.
- Any of the following are highly desirable:
  - Experience using social media in creative ways to help advance an organization.
  - Experience with event planning and coordination.
  - Experience with graphic arts design.
  - Experience with media relations.
  - Experience with public speaking and presentations.