



Job Description | *Membership Coordinator*

Break Away is seeking an exceptional candidate to join our staff as a Membership Coordinator. The Membership team is responsible for communicating with and supporting our Chapter schools through ongoing consultation and resource development, maintaining internal constituent records, and executing the National Conference Call series.

Break Away is the national nonprofit which trains and supports students and staff leaders in developing and running high quality alternative break programs. We believe alternative breaks act as a catalyst experience to support our vision of a society of active citizens.

The Membership Coordinator is a key member of a small team, which includes an Executive Director, Membership Director, Community Director, Programs Director, and Programs Coordinator. The particular focus of this position will be maintaining and expanding our relationships with Chapter schools.

Responsibilities will include executing strategies for program communication; maintaining and developing high quality relationships with Chapter school students and staff; and providing resources, curriculum, and other services that will benefit and grow membership.

The ideal candidate will demonstrate proven ability to do the job outlined below, will flourish and be creative in autonomous work, brings strength and innovation to team based work, is capable of building good relationships with our constituents, and has integrity and passion in working toward Break Away's vision.

Hours: 40 hours/week, Mon-Fri. Evenings and weekends as needed. These hours will likely expand during the summer in staffing the Alternative Break Citizenship schools (ABCs).

Location: Atlanta, Georgia

Reports to: Membership Director

Direct reports: none

Salary: \$26,000 - \$28,000 and benefits, including health care.

Desired start date: March 2018

PRIMARY RESPONSIBILITIES:

- Ongoing support of current Chapter schools by assisting with navigating online resources and providing connections to additional resources; program consultation; and technical support;
- Maintain National Listserv by moderating submissions; maintaining and updating current Chapter contacts; and following-up with all listserv questions in a timely and thoughtful way;
- Update and add to current national landscape of institutions with existing alternative break programs or similar service and justice immersion programming;
- Manage membership accounts by maintaining accurate and detailed records; communicating regularly with new, current, and expired Chapter schools regarding their membership status; processing membership renewals; and communicating with Membership Director and Executive Director regarding financial matters pertaining to Chapters;
- Host monthly Orientation Calls for new chapters and staff and student leaders;
- Work with the Membership Director to execute effective outreach to potential Chapter schools;
- Oversee the development of the Sample Document Library and other online resources;
- Create complementary handouts and toolkits used during consultation, outreach, and other outside PR;
- Facilitate opportunities for increased collaboration across the Movement (including regional and compact work);
- Use data to strategically support current partners and determine where to direct attention and resources;
- Manage timely communication and facilitate sharing of ideas and best practices via email, phone, internet and other means to member institutions and other constituents;
- Serve as a spokesperson for Break Away - actively working to raise visibility and ensure that the organization is effectively presented to the public;
- Remain apprised of emerging trends and integrate into current work;
- Conduct ongoing evaluation of program effectiveness.

REQUIRED QUALIFICATIONS:

- Attention to detail and ability to track complex processes
- Proven ability to build relationships and engage with a variety of constituencies
- Proven understanding of project management
- Thorough knowledge and experience with volunteer management practices, alternative break programs, university environments, and the broader volunteer sector
- Strong communication skills - both written and verbal for large and small groups, as well as in person and via phone and email
- Working knowledge of Microsoft Office, particularly Excel and PowerPoint as well as counterpart programs in the Google suite

- Demonstrated commitment to social justice work
- Bachelor's degree or commensurate experience

EXPERIENCE WITH THE FOLLOWING IS HELPFUL:

- Adobe Creative Suite Software (Illustrator, InDesign, Photoshop, Flash)
- Mailchimp
- Salesforce
- Web management (Wordpress)
- Basic graphic design skills and sensibilities, including familiarity with Canva
- Knowledge of service learning or higher education leadership training
- Conference and event management

To Apply

To apply, please submit a resume and cover letter to Membership Director - Meghan Foley, meghan@alternativebreaks.org. Any questions about the position may also be directed to Meghan - no calls please.