



THIRD SECTOR
New England

TRANSFORMING NONPROFITS
Powering Change

Position Available
MOAR Membership Coordinator
Posted: 9/24/07

Job Summary:

The Membership Coordinator will be responsible for the overall maintenance of the MOAR membership including, retention of existing members, as well as the recruitment of new members. The Membership Coordinator will enhance the membership data base, and implement a renewal process. The coordinator will be responsible for membership activities, such as Speakers bureau, and policymaker education activities. This is currently a part time position.

Organizational Description:

A fiscally sponsored program of Third Sector New England (TSNE), The Massachusetts Organization for Addiction Recovery (MOAR) mission is to organize recovering individuals, families and friends into a collective voice to educate the public about the value of recovery from alcohol and other addictions.

Key Job Elements:

- Responsible for the coordination and facilitation of the overall MOAR membership enrollment including the maintenance of information on existing members.
- Provides routine and timely annual renewal information to existing MOAR members
- Responsible for outreaching to individuals that attend MOAR activities.
- Maintains memberships material and as necessary update, revise, and/or develop new material.
- Collaborates with the MOAR Project Director, the Advisory Board, staff and membership in the development, implementation of enhanced recruitment and retention strategies.
- Update's and maintain existing MOAR membership data base.
- Responds to MOAR membership status inquiries.
- Develops a membership recruitment strategy which includes directing attention to diverse populations.
- Prepare reports quarterly for director, board, and staff on MOAR membership including recruitment, retention, trends and demographics
- Assists in the coordination of membership activities, such as speakers bureau and policymaker education activities.

-Over Please-

Qualifications:

- Minimum of high school diploma/GED
- Exceptional organizational skills
- Requires office management and support skills.
- Able to work independently.
- Membership organization work experience.
- Demonstrate the capacity to work on multiple projects and activities.
- Demonstrate effective oral and written communication and interpersonal skills.
- Proficient in Microsoft Word, Access, PowerPoint, Excel, and Publisher
- Demonstrates Graphic Arts skills.
- Understand the addiction recovery process
- Able to work with diverse populations

How To Apply:

We strongly encourage E-mail applications. Send your resume and cover letter to: moar@jobs.tsne.org Applications by fax and mail are also accepted: Fax to: 617.523.2070 or Mail to: Third Sector New England, Attn: Employment Manager – MOAR Nonprofit Center, 89 South Street, Suite 700, Boston, MA 02111

**Third Sector New England/Massachusetts Organization for Addiction Recovery
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