

**MEMBER COORDINATOR/FACILITATOR**  
**Job Description**

**December, 2009**

Essence: To oversee a safe, stimulating, creative environment that entices and retains membership through never ending chapters of evolution. Job Specifics are:

- **Recruitment of Members**
  - Targeted Marketing for Skills
  - General Marketing through all normal media channels and public presentations  
Eblast; Newsletter; Directory; Calling tree
- **Member Engagement**
  - Quality Control; member satisfaction and remediation (if necessary)
- **Membership Processing & Upkeep**
  - Forms, applications, brochures, all record keeping
  - Member Handbook
  - Time and Talents software
  - Member Files
- **Staff Supervision/Oversight**
  - \*A-VISTA Worker(s)
  - Member Liasons and Ambassadors
- **Special Projects and Social Events:**
  - Monthly gatherings
  - Book club
  - Classes/Workshops
  - Community Events/Outreach: Earth Day, Common Ground Fair, Partner Organizations
  - Access to the Arts and First Friday Artwalk
  - Holiday Bazaar(s)
  - Fundraising: At every opportunity, in Member teams
- **Member Evaluation**
  - Surveys & Statistics
  - Reports for Funders, Board of Directors, Membership
- **Website & Software Development, Implementation and Upgrades**
  - With Member(s)

All other tasks as requested by Executive Director.

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