

Program & Membership Coordinator

Employer: French & Pickering Creeks Conservation Trust, a non-profit organization in Phoenixville, PA

Full time: \$30,000-\$35,000/year plus health, paid vacation and retirement benefits

Application deadline: Rolling

To Apply: Submit cover letter and resume to kappler@frenchandpickering.org

Position Overview:

The Program & Membership Coordinator is a full-time exempt position reporting to the Director of Development and Operations. Specific deliverables will include but are not limited to implementing French & Pickering's programming, communications, member services, and marketing initiatives. The Coordinator will work with the Director of Development & Operations to develop, market and execute programs, produce outreach materials, coordinate the organization's social media accounts and e-newsletter, and maintain consistency in the organization's messaging to diverse audiences. Working with volunteers and representing French & Pickering at programs and events (virtual and in person as/when appropriate) and supporting related committees are important roles. The Program & Membership Coordinator provides overall communications and administrative support, to the Director, and works with other staff as needed to efficiently and effectively execute the duties of the position. French & Pickering is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identify or expression, age, national origin, sexual orientation, disability, or veteran status.

Roles and Responsibilities:

- Maintain and update Donor Perfect database to ensure data integrity to the highest degree possible as well as effective and efficient entry of donor information.
- Process member requests appropriately and ensure a timely response to all inquiries
- Work with the Director of Development & Operations to effectively execute and promote French & Pickering programs, events and accomplishments to diverse audiences through online, print, and in-person channels
- Assist in the creation of print and electronic materials, including:
 - o Monthly e-newsletters utilizing Constant Contact
 - o Annual high-quality magazine for donors and other supporters
 - o Marketing, development, and solicitation materials
 - o Consistent and engaging social media posts and content creation for various platforms including Facebook, Twitter, LinkedIn, and YouTube, as appropriate
 - o Assist in the ongoing maintenance of the organizational website with event announcements, photos, news articles, newsletters, press releases, etc.
 - o Draft press releases for signature accomplishments and preservation projects
 - o Event announcements, invitations, programs, and signage
- Draft grant proposals and marketing materials

- Acknowledge program participants, donors, event attendees, volunteers and others
- Assist in planning, execution and follow up for programs and events
- Assist with other projects as needed

Qualifications Required:

- Bachelor's degree (B.S. or B.A.)
- Ability to produce eye pleasing designs that draw attention
- Experience with online programming tools for virtual events (i.e. zoom and Facebook live)
- Proven exceptional written communication skills and strong attention to detail
- Ability to translate our work and its impact into language easily comprehensible to diverse audiences
- Ability to work as a team as well as display initiative and the ability to work independently when needed
- Ability to prioritize among competing goals to execute on tight deadlines
- Articulate, polished, and professional demeanor with strong work ethic, initiative, and confidence
- Technologically savvy with Microsoft Office (Outlook, Word, Excel, PowerPoint), Canva and website platforms such as WordPress
- Valid driver's license, willingness, and ability to commute to office as well as events, programs and activities
- Ability to lift and carry up to 25 pounds on level terrain as well as inclines including stairs
- Willing and able to walk up to three miles of strenuous terrain at a reasonable pace for donor engagement, volunteer work at preserves, member events, etc.

Qualifications Preferred: Working knowledge of Donor Perfect, experience and proven success working in member or client services role