

Albany Vegetarian Network ---AVN

Job Description

Title: Member Services Coordinator

Hours Flexible Schedule: Minimum four hours per week

Reports to: President

Job Summary

The Albany Vegetarian Network, Inc. (AVN) is a 501(c)(3) non-profit organization, incorporated to improve the environment, the lives of humans and non-human animals, through information, education and support. Located in New York's capital district, the AVN provides information through electronic communications, two comprehensive websites, an annual educational expo and a myriad of community service functions.

The Member Services Coordinator will be responsible for leading the efforts to develop, manage and implement member services and programs offered through the AVN. This includes recruitment of new members and retention of existing members, support of membership growth and retention through marketing and fundraising activities to achieve goals and provide outstanding customer service to all members.

Job functions

- Primary manager of the member database; ensures accuracy and integrity of all member information.
- Responsible for maintaining member communication.
- Produce reports showing the results of recruitment and retention activity on a monthly basis.
- Develop outcomes-based delivery model, inclusive of a comprehensive evaluative component to actively recruit, maintain and grow membership and to enhance member benefits and services.
- Maintain local contact/professional lists.
- Work with the webmaster to enhance the AVN website to meet the needs of its members.
- Prepare reports for Board meetings and other related meetings.
- Prepare mailing list for newsletter distribution; assist with article solicitation from members.
- Assist with on-site registration for the annual expo
- Work with the executive team to coordinate mailings for the annual expo
- Attend the annual expo .

Candidate Requirements – Minimum:

- Passion for the mission of the Albany Vegetarian Network
- High professional ethics and standards.
- Good computer skills (demonstrated proficiency w/MS Word, Excel, PowerPoint, Constant Contact
- Good interpersonal communication abilities
- Ability to work independently, and cooperatively as part of a team including volunteers and board members.

Internships:

College internships are available for fall, spring and summer semesters.

Interview contact Information:

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For more information regarding the Albany Vegetarian Network, please go to:

www.albanyvegetariannetwork.org