

Simply Living Job Posting

Date Posted: March 20, 2008

Applications Due: April 11, 2008

Location: Columbus Ohio

Position Title: Member Services Coordinator

Supervisor: Director of Simply Living

Salary: \$22,500 plus stipend of \$150/mo. towards health ins. plan

Simply Living is a grassroots, Central-Ohio based organization promoting sustainability related lifestyle and educational initiatives, including the community radio station WCRS-LP.

General Description: The Member Services Coordinator contributes to Simply Living's vision and mission with focus on office and online coordination, membership engagement, and programmatic development.

Qualifications: The Coordinator must possess a passion for sustainability issues, leadership qualities, strong organizing experience, and willingness to work both independently and as a team. Proficiency with Microsoft Office and Quickbooks desired, along with a willingness to learn new software. Excellent written and oral communication skills are also required.

Professional Responsibilities:

Office/Online/Organizational Support –To facilitate and coordinate the organizational flow of people, information and activities.

- Represent Simply Living in the office and online.
- Keep accurate financial records: write checks, keep check ledger, track income, and prepare deposits.
- Facilitate ongoing communications, including overseeing website content, preparing monthly calendar, and staffing public events and speaking opportunities.
- Coordinate projects with volunteers and interns, including organizational mailings, member events, and special activities.
- Maintain office, including organizational files, equipment, overall appearance.
- Participate in meetings related to work areas.
- Supervise work/study students and interns.

Membership – To strengthen our members' involvement

- Engage members and assist with planning and implementation of member events.
- Work with Development Associate to facilitate the overall membership process, including welcoming new members, maintaining the database, sending renewal notices, cards and thank-you's.

Program Initiatives - To coordinate Earth Institute courses and assist with other programmatic initiatives.

- Work with the Earth Institute Steering Committee to promote, organize and mentor course offerings.
- Coordinate activities connected to the courses, including tabling, publicity, outreach, special events, liaison work with the Northwest Earth Institute, maintaining coursebook inventory, newsletter articles, tracking courses & follow-up.
- Coordinate annual summer celebration and FR event, Light Upon Light.

To apply: Submit resume with references by mail to Simply Living, 2929 N. High St. Suite A, Columbus OH 43202, to the attention of Marilyn Welker; or by email to info@simplyliving.org with the subject line "Member Services Coordinator".

Simply Living is an Equal Opportunity Employer.