 **Exchanging Services**

**Creating Connections**

**Strengthening Communities**

**Hour by Hour**

**Membership and Outreach Coordinator**

**Job Description**

This is a part-time position at 20 hours per week; starting pay at $11.00/ hour. No overtime is paid and unpaid leave and sick days are provided. No other benefits are offered at this time.

General Description: The Membership and Outreach Coordinator is responsible for managing the overall administration of Brattleboro Time Trade, in accordance with the organization’s mission statement, and to support the goals and strategic plans adopted by the membership and developed by the Board of Directors.

**Administration, Coordination and Outreach:**

* + Schedule and supervise BTT members staffing the office, meeting as needed.
  + Coordinate and oversee member work committees.
  + Coordinate member volunteers for outreach and assist with fundraising events.
  + Coordinating and authoring events and materials to inform the public, and recruit new members via presentations, newspaper articles, radio and BCTV spots, social media, etc.
  + Collaborate with treasurer on collected dues, donations or other funds for deposit.
  + Network and maintain partnerships with member organizations.
  + Grant writing

**Membership Support:**

* + Read and respond to e-mails and phone calls as they arise.
  + Coordinate new member orientations with office staff and provide necessary follow up.
  + Determine scholarship eligibility and coordinate payment plans.
  + Dues collection and maintenance of records.
  + Monitor member exchanges, requests and offers.
  + Help members troubleshoot difficulties and problems regarding exchanges.
  + Compose and arrange news and information for bi-monthly, internet- published newsletter.

**Coordinator Team and Board:**

* + Meet bi-monthly with the Coordinator Team (includes IT coordinator and board liaison).
  + Collaborate with the Coordinator Team on the general operations with reciprocal support.
  + Keep BTT Board apprised of information and developments that impact Board duties, via e-mail, phone calls, and board meetings.
  + Prepare and present coordinator's report at monthly Board meeting.
  + Serve on select committees and assist with Board projects and fundraising.