

## Part-time Membership Coordinator

Piedmont Environmental Alliance (PEA) seeks a Membership Coordinator. The position is part-time, approximately 10 hours per week. The position may evolve into more hours, as needs arise.



The membership coordinator will be responsible for managing membership of Piedmont Environmental Alliance (PEA), a 501(c)(3) grassroots organization with a mission to educate, inform, and inspire people to take action to make our community more sustainable. The membership coordinator will also administer the PEA Partner Savings Program, a program designed to promote local eco-friendly businesses through discounts provided to members of PEA. He/she will work directly with the Executive and Associate Directors to meet strategic objectives within these two focus areas.

Principle responsibilities will be as follows:

### Membership

- Maintain the membership database and files
- Respond to membership inquiries
- Send renewal requests
- Manage correspondence with members
- Follow-up with contacts to request membership

### PEA Partner Savings Program

- Solicit feedback from current partners
- Request annual renewals and obtain discount agreements
- Recruit new members of program
- Manage application process and all correspondence
- Deliver clings and brochures to PEA partners
- Update Eco-Directory to show current status of PEA partners

Other duties may be assigned as needs arise.

### Minimum Qualifications:

- Committed to environmental sustainability
- Excellent interpersonal communication skills
- Comfortable working with computer database and website
- Ability to work out of a home office with broadband internet access
- Has personal computer and printer

Bachelor's degree strongly preferred

Strong professional references required

Compensation commensurate with experience and education

Interested applicants should send a letter of interest to [info@peanc.org](mailto:info@peanc.org). No phone calls please.

***Connecting People to Preserve Our Planet***

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