



Job Title: Membership Coordinator and Office Manager

Job Type: Part-Time (daily) 20-25 hours per week - 100% Remote – Contract

Application Deadline: August 21, 2024 – or until suitable candidate found

Anticipated Start Date: ASAP

About Us:

The Potato Sustainability Alliance (PSA) is an inclusive, pre-competitive collaboration of all players in the potato value chain. We are defining, measuring, and advancing potato sustainability by using robust metrics to drive improvements in productivity and profitability. Our efforts are focused on protecting the environment and streamlining how farm-level data is collected and made available to end-users.

We are currently seeking a dynamic and detail-oriented individual to join our team as a Membership Coordinator and Office Manager.

Job Description:

The Membership Coordinator/Office Manager will play a crucial role in supporting the day-to-day operations of our organization. This position is responsible for managing our membership database, coordinating member engagement with PSA, and providing administrative support to ensure the smooth functioning of our office.

Key Responsibilities:

Membership Management:

- Maintain and update the membership database with accuracy and attention to detail.
- Assist the CEO with implementation of strategies to recruit and retain members.
- Respond to membership inquiries and provide excellent customer service.
- Coordinate member communications, including newsletters, emails, and social media updates.
- Coordinate and execute member events, including workshops, webinars, and networking events.

- Monitor and support the interactions with potential member organizations from first outreach through the process of joining and onboarding new members.
- Manage outreach to the board of directors, ensuring consistent flow and organization of information.
- Pull reports out of QuickBooks, lists of members and companies out of HubSpot, translating them into Microsoft files, Google files, or PDF files and emailing them, or posting them to the PSA website using a WordPress interface.
- Check in with members quarterly by phone.
- Ensure the PSA database has the correct contact person(s) at each member company for accounts payable, communications, etc.

Administrative Support:

- Assist with scheduling meetings, preparing agendas, taking minutes and preparing meeting summaries.
- Assist in the preparation of reports, presentations, and other documents as needed.
- Assemble board packets, draft emails to the board.
- Create draft Google Slides and PowerPoint presentations, save them in different formats, and email them.
- Coordinate staff speaking requests, sending out pre-engagement information, reservations, etc.
- Make travel arrangements, including dinner reservations.
- Set up virtual and in-person meetings, scheduling calls using email, Doodle polls, etc.
- Track PSA's state and federal registration details, make updates as needed
- Coordinate PSAs annual calendar of board activities, including nominations, and board member terms and re-election eligibility.
- Send out invoices and track payments.
- Manage PSA's Google Workspace account and access to Google Drive content for PSA members and stakeholders.

Qualifications:

- Bachelor's degree or equivalent work experience.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace Suite (Doc, Sheets, Slides)
- Experience using HubSpot database management software is essential to this role.
- Proven experience in membership management or a similar role, preferably in a nonprofit organization.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Passion for the nonprofit sector and a commitment to the mission of Potato Sustainability Alliance.

- Must be able to be productive at work in a remote setting with little supervision. Interaction with co-workers is primarily through email, text, phone calls, and virtual meetings.
- This position is expected to have tasks to complete each day (M-F) during the work week.

Compensation and Benefits:

This is a contract position, expected to average 20-25 hours per week. Compensation will be commensurate with the candidate's qualifications and experience. The hourly wage range is from \$22-\$30/hour.

How to Apply (please read carefully):

Potato Sustainability Alliance is an equal opportunity employer and encourages candidates from all backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees and staff members.

Interested candidates should send an email to: jobs@potatosustainability.org with "PSA Job Application" in the subject line. The email must also have attachments including a resume and cover letter detailing the candidate's qualifications and past job performance with specific examples related to the details listed in this job description by the close of business on August 21, 2024. Applicants may also indicate expected compensation. Applicants will receive an automated email acknowledgement of their application email.

Applications without the components listed above, and late applications will not be considered.

Applicants being considered for interviews will be contacted directly; however, this contact could take up to 2 weeks due to PSAs current work schedule.

You can learn more about PSA at our website, www.potatosustainability.org, or feel free to reach out to our CEO, John Mesko at mesko@potatosustainability.org with any questions you may have about the organization, the job opening, or the process.