

CU MAURICE RIVER

Position Description: Membership and Events Coordinator

Final Document Date: Spring 2021

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATION

- Assist in the coordination of activities with the Executive Director and other staff members
- Assist in the preparation of calendars and agendas for meetings and activities
- Prepare periodic and special reports for the organization
- Maintain documentation and records required for operations by CUMR
- Assist in the managing of various business logistics inherent in the organization's operations
- Update Charity Registration online annually
- Distribute information to the general public
- Occasionally assist with general computer operating issues
- Keep records of operational activities, e.g., volunteer time, communications with members, event participation and meeting attendance
- Prepare end of year reporting with the Participation Report and Volunteer Report
- Manage DonorPerfect database
- Attend meetings of the Board and its committees, when directed
- Process all payments for bills received
- Collect mail daily
- Maintenance of membership tools and resources on the website

DEVELOPMENT & PLANNING

- Recruit, develop, and retain members and volunteers
- Provide support for the cultivation, orientation and recognition of volunteers
- Identify and secure expert and developmental resources needed by CUMR
- Provide input into the strategic plans of the organization
- Assist management to prepare and submit proposed budgets, goals, plans and measures of success
- Coordinate and lead member recruitment and training events
- Assist in the coordination and administration of fundraisers
- Compose communications to the members and member-body

LEADERSHIP AND REPRESENTATION

- Engage CUMR's mission and objectives to members and potential members.
- Exemplify the values of the organization
- Assist in the distribution of public and membership documents and other communications pieces of CUMR

PROGRAM SUPPORT (coordinated with the Executive Director and Program Manager)

- Occasionally participate in outdoor activities and field trips, e.g., hiking, kayaking, nature

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tours and habitat projects

- Assist in taking sign up information from participants in the same
- Assist in promoting programs and volunteer opportunities within the membership
- Assist in the implementation of programs in support of the Wild and Scenic Management Plan, consistent with the mission of CUMR
- Serve as an agent of the organization at representation events i.e., festivals, civic gathers, nonprofit trade coalitions, social functions, and the like.
- Purchase and organize items and tools needed for programming and office support
- Assist management with preparation of grant budgets (i.e. sourcing materials, calculating costs, etc.)

PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Working knowledge of computing programs such as: DonorPerfect, Constant Contact, WordPress, Zoom, Google Docs, Auction!, etc.
- **Must have in depth experience in** the use of Windows, Word, Excel, email management, etc. Other useful experience with such applications as PowerPoint, Adobe Photoshop, QuickBooks, Outlook is recommended.
- Highly developed organizational and multi-tasking skills
- Excellent verbal and written communication skills
- Ability to cultivate and maintain good relationships with the public
- Strong interpersonal skills
- Ethical approach to administration
- Results-driven and self-motivating
- Sincerity of interest
- Finance and budgeting skills
- Self-direction with ability to prioritize and manage organizational and individual matters competing for attention
- Strong interpersonal skills
- Balanced commitment to organization and community service
- Experience with leadership of volunteers
- Ability to pursue and form consensus
- Experience in distribution of publications, membership renewals
- Ability to generally familiarize oneself with environmental, biological, natural and cultural aspects of the watershed
- Willingness to familiarize with environmental issues and their scientific underpinnings
- General interest in understanding the National Wild & Scenic Rivers System, and the applicability of its provisions to local resources
- Interest in nature-based and/or cultural activities
- College degree or equivalent experience in administration, secretarial work, recruitment, development, marketing or other related backgrounds.
- Commitment to continuing professional development relevant to CUMR's needs

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IMPORTANT NOTES

1. *The intent of these statements is to describe the general nature and level of work being performed by the incumbent. The description is not to be interpreted as an exhaustive list of all accountabilities, duties, and skills inherent in the position. The requirements listed on this form are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*
2. *It is expected that the work of the Incumbent and Office Manager will be closely aligned and that, from time to time, it may be necessary for one person to support the other with regard to assigned duties and tasks.*
3. *The amount(s) and form(s) of total compensation shall be based upon the dedication of skills and experience to the organization.*

INTERESTED APPLICANTS

Interested applicants are invited to send (by mail or e-mail) a résumé and cover letter to:

Karla Rossini, Executive Director
Doreen B. Homan, Office Manager
CU Maurice River
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Doreen.Homan@CUMauriceRiver.org