

Membership Coordinator

Open Arms Patient Advocacy Society is currently recruiting a Membership Coordinator to join our team! We are a not for profit Alberta organization who advocates with families and patients to help them obtain information where unanswered questions may remain with respect to their treatment within the health system.

The Membership Coordinator duties include:

- Create, maintain and manage membership process.
- Create and implement new strategies to expand membership.
- Provide a high level of customer service including building strong relationships with members and potential members. Respond to inquiries and requests.
- Identify new target lists for campaigns.
- Conduct in-person outreach at events, one-on-one meetings and other opportunities as needed. May include conferences, meetings and seminars. May include planning and coordination of outreach.
- Performs administrative tasks related to membership and data tracking of members.
- Performs administrative tasks in order to compile, analyze and process membership applications and payments, and coordinates membership renewals.
- Produces membership reports, and proofs and updates membership communications.
- Updates membership data on website and in other functional systems.
- Supports marketing efforts via coordination and execution of marketing initiatives as assigned. Participates in promotion of Open Arms membership, professional development, programs and other opportunities.
- Works with other volunteers on sales/solicitations of various Open Arms programs and opportunities.
- Fosters communication with donors and potential donors.

This position provides the flexibility for an individual to work from home during the hours that are convenient.

To apply, please fill out our volunteer intake form on the following link:
<https://openarmsadvocacy.com/volunteer/>