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sanjuancitizens.org



Membership Coordinator

San Juan Citizens Alliance (SJCA) is seeking a Membership Coordinator to support our campaigns to protect and enhance our quality of life across the Four Corners region. The position is half-time and located in our Durango, CO office.

The Membership Coordinator is instrumental for helping create strong relationships between community members and San Juan Citizens Alliance. The Membership Coordinator oversees the organization's membership records and membership relationships. The Membership Coordinator maintains membership information in a Salsa CRM database, and keeps member records up to date, oversees member renewal solicitations, and helps devise tools and procedures for strengthening SJCA's relationship with members. The Membership Coordinator supports outreach and fundraising events in partnership with SJCA's Communications Manager. Additionally, the position provides administrative support for SJCA's employees and offices.

By underpinning a robust administrative framework and enhancing SJCA's base of members, the Membership Coordinator provides support crucial to SJCA's staff and board towards achieving the organization's conservation program objectives.

The ideal candidate is passionate about our mission, has good attention to detail, enjoys working in a team environment and finds providing administrative support rewarding.

About San Juan Citizens Alliance

San Juan Citizens Alliance (SJCA) was formed in 1986 and advocates for clean air, pure water, and healthy lands – the foundations of resilient communities, ecosystems and economies in the San Juan Basin. Over its 35-year history, SJCA has successfully advocated for protection of communities from the impacts of energy extraction and production, defeated proposed power plants, safeguarded undeveloped valleys, and secured wildlands protections, among many other conservation victories. Our strength is premised on outreach and engagement of local residents and communities, providing them the tools to effectively engage with decision-makers to implement policies that advance conservation. SJCA is headquartered in Durango, Colorado with a satellite office in Farmington, New Mexico. We are a small, tight organization with a staff of eight, and enjoy supportive roles among our staff.

Job Responsibilities

The Membership Coordinator is based in Durango, CO and works closely with the Executive Director, Communications Manager and Program staff. The position's responsibilities include:

- Builds strong relationships with members through appreciation events and membership recruitment campaigns.
- Maintains membership information using Salsa database, oversees member renewal solicitations, and inputs member donations information.
- Assists with generating lists from Salsa database for contacting members online and by mail.
- Handles financial deposits and basic data input to Quickbooks.
- Supports human resource administration functions like tracking employee benefits, timesheets, and PTO.
- Supports outreach and fundraising events.
- Supports SJCA's Communications Manager with solicitations, mailings, and other activities.
- Provides routine office administration.

Qualifications

We are seeking highly organized applicants with a passion for our mission. The ideal candidate possesses:

- 3+ years experience in office administration, membership management, bookkeeping or other relevant areas.
- Familiarity with membership or customer relation databases, specifically Salsa, or a willingness to learn.
- Familiarity or willingness to learn basic functions of Quickbooks for data entry.
- Experience with Microsoft Office products.
- Strong attention to detail.
- Comfort juggling deadlines while multi-tasking.
- Enthusiasm to advance environmental, social, and economic justice issues, particularly around aspects of climate change, energy, public lands, wildlife, and water here in the Four Corners region.

Compensation and Benefits

This position is 0.5 FTE (20 hours per week) with generous benefits that include 5 weeks of paid time off (prorated for half-time work) in the first year, health-care coverage, vision and dental, and employer-matched retirement plan after the first year of employment. Professional training opportunities are provided. Starting salary range is \$20-\$22 per hour based on skills and experience. Possibility for growth into expanded hours.

To Apply

Send a cover letter and resume with the subject line, "Membership Coordinator" to info@sanjuancitizens.org. Applications will be reviewed starting April 29, 2022.