



MEMBERSHIP COORDINATOR, C2 CENTRE FOR CRAFT

As the Membership Coordinator, this position is responsible in aiding membership tracking, communication, and development, increasing the number of people who support the C2 Centre and MCML, MCC organizations as members, at all levels. The position will be working closely with Centre staff and provide admin support to help grow our organization!

Responsibilities include (but not limited to):

- Managing the MCC Member database and updating all Member data.
- Processing acknowledgment letters and membership fulfillment letters.
- Working collaboratively with other staff on email and social media campaigns for membership and member events
- Executing membership mailings including mail merge and printing labels.
- Other administrative support as required for MCC.

Requirements:

- Experience of one or more years of administrative support duties
- Excellent office and data entry skills
- Quick learner in computer systems or experience in (e.g. Sumac, Mailchimp, Microsoft Office)
- Strong Organization skills and meticulous attention to detail
- Excellent time management skills

Time Commitment

- Able to commit to at least 6 months of weekly or bi-weekly shifts of 3-4 Hours