



Membership Associate Position Description

August, 2020

POSITION SUMMARY:

Montclair Local News, an award winning nonprofit community news organization, is seeking a part-time Membership Associate to help us grow our membership program and support our digital communications. We seek a motivated, detailed-oriented individual who can deliver excellent work, meet deadlines, and can become an integral part of our team. The position will report to the Local's Executive Director and work across all areas of the organization including our newsroom.

Membership responsibilities/tasks include:

- Set up and implement digital campaigns and appeals.
- Prepare and send customized e-newsletters focused on deepening reader/member loyalty.
- Prepare a weekly print circulation list, draft and send thank yous/acknowledgements, and help manage membership benefits program.
- Provide customer support to the *Local's* members and customers.
- Maintain membership and fundraising database, ensure member and customer information and data are accurate and kept up to date.
- Assist in the production and execution of the *Local's* membership events (virtual and live)
- Design "house ads" for the newspaper, website, and social media
- Maintain and update digital assets (pop ups, toasters, photographs) on our website.
- Help with member events and gatherings.

MINIMUM YEARS AND TYPE OF RELEVANT WORK EXPERIENCE

- 1-2+ years of nonprofit membership/development experience, preferably in a local nonprofit news, arts, or cultural organization.
- Nonprofit experience in:
 - Digital Communications
 - Graphic Design/Visual Communications (Canva, Photoshop, etc)
 - Mailchimp and Database Management
 - Events Production
 - Customer Service
- Ability to function independently and collaboratively.
- Strong organizational skills, ability to multitask, and produce high quality work.
- Commitment to advancing diversity, equity and inclusion through our work and mission.

NOT REQUIRED BUT DESIRABLE QUALIFICATIONS

- Montclair or Essex County resident.

Montclair Local Nonprofit News, Inc. (Montclair Local) is an Equal Opportunity Employer. Employment opportunities at Montclair Local are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

To apply, please send a resume and cover letter to membership@montclairlocal.news