Volunteer job posting – Membership Manager

Responsibilities:

The Membership Manager manages ARCC’s member and donor database (currently a Microsoft Access database), ensuring entries are up-to-date, cleaning up data as needed, and entering new memberships, donations, and renewals regularly. The Membership Manager also sends thank you emails or cards to all new and renewing members, and donors.

Additionally, the Membership Manager is responsible for pulling monthly lists of expiring members, and for pulling other data from the database as requested by the Executive Director.

At each new year, the Membership Manager compiles membership and donation reports to help prepare for the AGM, at the instruction of the ED.

Estimated time commitment: 10-15 hours a month on average.

Location: The successful applicant can be anywhere in Canada. This is a work-at-home position and you would communicate by email with the ED and Treasurer.

Requirements:

• Experience with database management (especially Microsoft Access, though training can be provided)
• Access to a computer
• Good attention to detail
• Excellent communication skills in English
• Some ability to understand French (correspondence with French members and donors is necessary, but scripts can be provided so the volunteer simply needs to be able to understand enough to send out the emails)

Although there is no remuneration for the position, occasional honoraria may be provided as our finances allow. The successful applicant may also have their ARCC membership fee waived. Expenses such as for software and mailing supplies are paid by ARCC.

To apply, please email joyce@arcc-cdac.ca with your qualifications and/or a résumé if possible.

Thank you!

Joyce Arthur
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