



*Canada's only national political pro-choice advocacy group*

POB 2663, Station Main, Vancouver, BC, V6B 3W3 • info@arcc-cdac.ca • www.arcc-cdac.ca

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## Membership Manager – Job Posting

The Membership Manager for the Abortion Rights Coalition of Canada (ARCC) handles all duties related to membership and donations, including processing transactions, maintaining an accurate database, answering donor inquiries, and more. ARCC has about 800 members. This part-time position is virtual and has an anticipated average time commitment of 15 hours a month with more work some months than others.

ARCC is a national organization with a primary focus on abortion rights and access to quality reproductive health care in Canada:

- Our **mission** is to ensure reproductive freedom by protecting and advancing rights and access to abortion and quality reproductive health care for any person capable of pregnancy.
- Our **values** are Choice, Social Justice, Anti-Oppression, Anti-Colonialism, Anti-Racism, Sex Work Positivity, Equity, and Inclusion.
- Our **vision** includes reproductive justice<sup>1</sup>, which encompasses rights for all people capable of pregnancy, the rights of 2S/LGBTQQIPAA people, the rights of sex workers and full decriminalization of prostitution, the right to dying with dignity, and others. Please see our position paper on [Why ARCC Supports Reproductive Justice](#).

### Responsibilities - the ARCC Membership Manager will:

- Follow ARCC's written policies and procedures, including but not limited to the Membership Management Procedure.
- Process PayPal and Stripe transactions and other transactions as they come in.
- Add member and donor info to our membership database, including accurate separation of member fees and donation amounts.
- Send prompt thank you notes to all donors.

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<sup>1</sup> We recognize that the sexual and reproductive health and rights of people from many diverse communities are disproportionately affected by marginalization and oppression, including 2S/LGBTQQIPAA people (Two-Spirit / Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Pansexual, Asexual, Aromantic), Indigenous people, racialized people, sex workers, youth, people with disabilities, and other vulnerable groups. To ensure justice, fundamental inequalities must be addressed for all.

- Subscribe new members to the ARCC News listserv if requested.
- Compile email lists of new supporters and members for our bulk mailing lists on MailerLite, and work with our MailerLite Coordinator.
- Handle all inquiries related to membership, donations, and admin issues.
- Send renewal notices by postal mail on the 15th of each month.
- Record payments for workshop registrations in membership database.
- Assist Executive Director in volunteer coordination, including but not limited to vetting new volunteers and adding them to the ARCC-Activist listserv and Volunteer spreadsheet.
- **First year:** Training. Also: Research new membership database software and if a purchase is made by ARCC, convert current database and implement the new system.
- **Year-end:** Each January, prior to the Annual General Meeting:
  - Cross-check our membership database records against PayPal, Stripe, and bank records, and update accordingly.
  - Work with MailerLite Coordinator to cross-check and update bulk mailing lists.
  - In membership database, finalize previous year and set up new year.

**Qualifications – The Membership Manager must have:**

- Commitment to reproductive rights and justice.
- Experience with MS Excel and preferably other database management software.
- Keen attention to detail and accuracy.
- Ability to work several hours every week (except during scheduled time off).
- Reliability, competence, and trustworthiness.
- Their own computer with strong Internet connection and a printer.
- Ability to work at home, with residency in Canada.
- Fluency in English, with ability to read/write in French an asset.

**To apply:**

Pay rate: \$25 an hour up to \$4,500 a year. This position will be paid on a contract basis and does not come with benefits.

Applicants are welcomed and encouraged to self-identify as belonging to one or more of the following groups: BIPOC (Black, Indigenous, People of Colour), 2S/LGBTQQIPAA people, people with disabilities, or equity seeking groups.

To apply, please submit a cover letter and resume to [info@arcc-cdac.ca](mailto:info@arcc-cdac.ca) by **Dec 13, 2024**. Please describe your previous experience with Excel and other database management software, and provide contact information for a reference.

We look forward to hearing from you!