



**OPENING DATE:** Monday, March 9, 2020

**CLOSING DATE:** Friday, March 20, 2020

**POSITION TITLE:** Membership and Events Coordinator

## The Organization

MANA de San Diego's mission is to empower Latinas through education, leadership development, community service, and advocacy. The organization provides vital programs for Latinas to learn skills and access information that is not otherwise readily available. Its vast network of professional women coupled with meaningful and relevant programs focused on health and wellness, education, economic issues, and leadership, continues to propel Latinas toward success and to positively impact their families and communities.

## Summary of Position

Under the direct supervision of the Executive Director and in collaboration with the Director of Funds Development and Membership Committee Chair, the Membership and Events Coordinator (MEC) will spearhead the development and stewardship of MANA's membership efforts, as the non-profit continues to grow. As a new position in the organization, the MEC will have the opportunity to design member programs along with the recruitment and maintenance functions as well as coordinating all fundraising elements and logistics of related events hosted by MANA.

## Membership Responsibilities

- Implement activities outlined in strategic plan and coordinate ongoing MANA events
- Update and maintain all membership databases including those pertaining to new, renewal and expired memberships
- Review and update all membership levels and recruitment materials
- Create and execute membership recruitment campaign including content, incentives, and communications
- Create a new membership directory that will assist members with professional networking.
- Strengthen and work with the Membership Committee to include more member services and create educational programming and services for the development of the members
- Design and coordinate seminars and projects in response to feedback obtained from member surveys to cover member interests
- Create formal and informal strategies for welcoming new members and incorporating them into MANA volunteer efforts
- Coordinate content and communication of member celebrations via social media (i.e. promotions, inductions, acknowledgements)
- Research and create a potential peer mentoring program for MANA members
- Ensure mechanisms are in place to evaluate the effectiveness of membership seminars and events
- Recruit new and confirm current community partners, and create MOUs to formalize partnerships
- Identify and implement membership opportunities for sponsors and their employees for engagement purposes

- Participate in recruitment event and activities (i.e. job fairs, roundtables, presentations, etc.)

## Events Coordinator Responsibilities

- Research venues for MANA events for all Programs and Committees
- Create content info for each event and coordinate logistics (i.e. invites, e-blasts, social media, etc.)
- Work with Committee Chairs to make recommendations for event speakers and topics
- Update calendar of events and upload as needed
- Negotiate and execute simple contracts for activities and events
- Coordinate event evaluations to gather attendee feedback

## Qualification Requirements

- A Bachelor's degree or equivalent combination of education, experience in membership recruitment and events planning
- Ability to plan, organize and execute organizational events and activities
- Experience with data tracking software programs and proficiency with prospect research tools
- Excellent oral and motivation skills required
- Demonstrated "self-starter" and "independent" in making simple day to day job decisions
- Bi-lingual in English and Spanish is preferred
- Experience in Stewardship Campaigns and public speaking

## Typical Working Conditions/Benefits

Standard professional office setting. Willingness to work flexible hours, including some evening and weekends.

### Salary:

Hourly part-time position with potential for expansion to full time. Salary commensurate with experience.

### Application process:

Submit Cover Letter, Resume, and Three References to:  
MANA de San Diego  
404 Euclid, Ave., Ste. 308  
San Diego, CA 92114  
Email: [manasd@manasd.org](mailto:manasd@manasd.org)

\*Background check will be required prior to final job offer.