

Independent Contractor – Membership Coordinator

Organization: Gills Creek Watershed Association (nonprofit, environmental)

Wage: \$13-15/hr, depending on qualifications, not to exceed \$2,500 per quarter

Hours: Part Time; hours will vary depending on time of year, but are very flexible to accommodate contractor

Location: Remote

Reports to: Executive Director

Job Description: This position is contractual; the Membership Coordinator is an independent contractor, and shall not be deemed an employee for tax purposes. The Membership Coordinator is primarily responsible for managing, maintaining, and increasing the membership program of the Gills Creek Watershed Association (GWCA). This position processes and updates membership data, responds to inquiries, and assists with marketing. This contract position requires an individual who can complete multiple tasks efficiently with minimal supervision.

SERVICES TO BE PERFORMED

- Maintaining and updating membership records in Salesforce and maintaining the e-newsletter database, which includes tracking member interests
- Processing membership applications, renewals, and resignations
- Monitoring memberships and donations through the GCWA website, PayPal, and mail
- Coordinating with the Executive Director and Board Treasurer to track membership and donation revenue
- Handling all questions and information requests regarding membership
- Creating, executing, processing, and sending outgoing membership renewal reminders, membership confirmation, donor mailings, and donor/member thank you notes
- Collecting data, tracking membership statistics, and preparing monthly membership reports
- Overseeing annual appeals, including mailings
- Be virtually present, at a pre-scheduled, agreed upon time, for mail opening with the Executive Director to process and record memberships

Additional services could include the following, as agreed to by both parties:

- Preparing membership and donor marketing materials
- Assisting with member communication activities
- Preparing monthly Big Splash e-newsletters, in conjunction with Executive Director and Board President
- Managing Facebook, Instagram, and Twitter accounts, in conjunction with Executive Director
- Making website updates as appropriate
- Developing and implementing strategies to recruit new members, donors, in conjunction with Executive Director and Board

PERSONAL SKILLS AND QUALIFICATIONS

- Proficiency in Microsoft Word and Excel required
- Previous database/data entry experience required; Salesforce experience ideal
- Marketing/Communications experience required
- Strong written and verbal communication skills
- Demonstrated organizational and time management skills
- Ability to multi-task and meet deadlines
- Ability to assist the Executive Director/Board Leadership in increasing membership
- High energy, outgoing, team player, and passionate about GCWA and environmental restoration and protection

ADDITIONAL REQUIREMENTS

Contractor will furnish all vehicles, equipment, tools, and materials used to provide the services required by this Agreement. This contract position must have, and be willing to use, their own computer and printer.

INDEPENDENT CONTRACTOR STATUS

Contractor is an independent contractor, and Contractor is not, or shall not be deemed, Client's employee, agent, or servant for work performed. Contractor has the right to perform services for others besides this Client. Contractor has the sole right to control and direct the means, manner, and method by which the services required will be performed. Contractor shall select starting and quitting times, days of work, and order the work is performed. Contractor shall not be required by Client to devote full time to the performance of the services required by this Agreement. Contractor shall not receive any training from Client in the professional skills necessary to perform the services required under this position.

INSTRUCTIONS

Applicants are asked to submit a cover letter, resume, and list of at least three references to Carmony Adler, Executive Director via email at carmony.adler@gillscreekwatershed.org. Feel free to reach out with any questions, either by email to the Executive Director, or by phone at 803-727-8326.

GCWA is committed to a workplace and community free of any kind of discrimination, including those based on race, color, religion, sex, age, sexual orientation, gender identity and expression, disability, national or ethnic origin, politics, education, veteran status, genetics, pregnancy, childbirth or related medical conditions, or medical conditions.

About the Gills Creek Watershed Association

Our Vision: A vibrant, restored Gills Creek that is protected, valued, and enjoyed by its watershed communities

Our Mission: The Gills Creek Watershed Association works to restore Gills Creek, educate the communities within its watershed, and advocate for the protection and preservation of the Creek's resources, beauty, and environmental sustainability.

The Gills Creek Watershed is among the largest impaired urban watersheds in South Carolina. The watershed's headwaters start above Sesquicentennial State Park and flow into the Congaree River just above Congaree Swamp National Park. Along the way, its 70 miles of streams and lakes and 47,000 acres of land affect citizens in Columbia, Forest Acres, Arcadia Lakes, Richland County, and the US Army's Fort Jackson. Gills Creek Watershed Association is dedicated to restoring the watershed through education, grassroots action, public and private partnerships, remediation projects, and well-managed development.