



The Upcycled Food Association is leveraging market forces to prevent food waste by coordinating hundreds of companies around the world and empowering millions of consumers to prevent climate change with the products they buy. We are looking for enthusiastic, talented people to join our team!

Position Title - Membership Coordinator Position

- 40 hours per week
- \$18/hour
- 3-month contract

Supports: Membership Manager & Membership Programs (Full, Associate, Investor, Partners)

Job Description

This position is responsible for providing administrative support, including but not limited to the following:

- Maintain Membership portal and keep up to date with latest resources, news, etc
- Processing membership applications, renewals, and resignations.
- Support member onboarding process by managing checklist and ensuring completion
- Maintaining and updating membership records.
- Assisting with member communication activities (email, newsletters, Slack)
- Assist Membership Manager with organizing membership events & programming. Opportunity for ownership of specific event types.
- Assist with membership data tracking and Annual Membership Report development
- Create additional content for membership portal (blog posts, research articles, guides, etc)
- Create assets and tools for membership to use (work with Marketing Director)

Other support includes:

- Assisting in preparation of presentations
- Manage social media campaigns in coordination w/Marketing team
- Update prospect lists, enter new prospects in Excel spreadsheet or other databases
- Assist new members with setting-up their profiles

Desired Skills:

- Proficiency in MS Office (MS Excel and MS PowerPoint)
- Project management
- Experience with email marketing software
- Excellent time management skills and the ability to prioritize work

- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- Experience with CRM platforms

Please send cover letter and resumes to michelle@upcycledfood.org