
Job Description Summary:

The Membership Coordinator is responsible for membership engagement and growth, communications, and programs. Excellent communication and interpersonal skills are required to build and maintain positive relations with members and partners. Promotion of the association is also required while carrying out all tasks.

Scope of Responsibilities:

The Membership Co-ordinator position with OOWA includes, but may not be limited to, the following functions and activities:

1. The administration and organization of Membership growth, recruitment programs and strategies, inclusive of the following tasks:
 - a. Maintain relationships with existing Association members and engage in new member connections.
 - b. Distribution of Membership communications.
 - c. Clerical use of existing database to maintain and keep current Membership information and communication records.
 - d. Assistance to Membership Committee in the implementation of programs.
 - e. Co-ordination of Member benefits and related activities/opportunities.
 - f. Co-ordination of resources to facilitate new membership opportunities.
 - g. Execution of reminder and renewal notices.
2. Develop and solicit content for OOWA communications, publications, and e-newsletters in collaboration with and as directed by various Committees and Directors. This includes:
 - a. Strategize, plan, and execute communications to inform membership and stakeholders.
 - b. Create and solicit communications content including marketing materials, website content, emails to members, and three annual digital and hardcopy Newsletters.
 - c. Co-ordination and promotion of advertising for OOWA Content.
3. The administration and organization of social media content. This includes:
 - a. Development of weekly social media posts across various platforms.
 - b. Maintaining an active social media presence through advanced planning and use of scheduling software.
 - c. Actively responding to enquiries and comments, and resharing relative content.
4. On occasion, working evenings and weekends may be required depending on OOWA's events,

meetings, training, education and annual conference. Notification will be provided well in advance of any such duties and will not be subject to additional overtime compensation. Time worked outside of regular hours may be taken as time-in-lieu subject to supervisors' approval.

Reporting Protocol:

The OOWA Membership Co-ordinator shall report directly to the Executive Director and serve as the primary point of contact for the membership of the association. When required or directed, the position may also need to report to the Executive Committee and/or Board of Directors.

The membership Co-ordinator shall provide the Executive Director with a monthly activity report to ensure that the Association's objectives are being met. The report will also assist the Executive Director with any modifications that may need to be made to the membership coordinator's activities.

Qualifications and Skills:

- Post-secondary College diploma and/or relevant experience
- 3-5 years of relevant sales & marketing experience preferred
- Experience using Wild Apricot or other similar CRM software
- Internet and Technology savvy experience with, or ability to learn new software including Canva, Buffer, and Social Media Platforms
- Proficient in MS Office software (Word, Excel, PowerPoint, etc.)
- Strong organizational skills with proven ability to prioritize, problem solve and follow established procedures.
- Self-motivated; ability to work both independently with minimal supervision and as a team player in a collaborative and dynamic team environment.
- Ability to quickly adapt to change
- Excellent interpersonal and communication skills, both verbal and written
- Passion for continuing education and constant learning experience
- Bilingualism (English & French) is an asset
- Preference may be given to candidates with experience or knowledge of onsite wastewater treatment, environmental protection & public policy.

Salary & Compensation:

Job Title:	Membership Coordinator
Location:	Peterborough, ON
Salary Range:	\$44,000 to \$52,000
Vacation:	3 weeks (15 business days)
Benefits:	Eligibility after 3 months
Contractual Agreement:	Salaried, Permanent Full-Time

About Us:

The Ontario Onsite Wastewater Association (OOWA) is a provincial not-for-profit association dedicated to promoting the benefit and value of onsite and decentralized wastewater management through education, improved standards of practice, and advocacy for sound policies across the province. We support our network of knowledgeable professionals recognized as the foremost source of sustainable onsite and decentralized wastewater management expertise. Our membership is made up of a large array of industry professionals, including installers, designers, technicians, inspectors, haulers, policy makers and enforcement authorities, academics, researchers, and teachers. The Association provides valuable connections between professionals working in the onsite wastewater industry.

How to Apply:

Please apply by submitting your resume and application to applications@oowa.org by October 25, 2024 quoting "OOWA Membership Coordinator Application Submission". We thank all candidates for their interest; however, only those selected for an interview will be contacted. For additional information on the Ontario Onsite Wastewater Association, please visit our website at www.oowa.org.