



Job Announcement: Membership & Communications Coordinator

June 17, 2021

BACKGROUND

The Northwest Avalanche Center (NWAC) is a collaborative effort between the US Forest Service Northwest Avalanche Center and the nonprofit Northwest Avalanche Center. The mission of NWAC is to increase avalanche awareness, reduce avalanche impacts, and equip the community with mountain weather and avalanche forecasts, education, and data. This position is funded and managed by 501(c)3 non-profit arm of NWAC.

NWAC is committed to creating a diverse and inclusive workplace. We strongly encourage *women, people of color, LGBTQ+ individuals and gender non-conforming candidates to apply*. The outdoors should be for everyone, and we know that has traditionally not been the case, with many people being left out of outdoor recreation opportunities. We recognize the need to confront this inequity within our organization. NWAC is actively working to create more avenues for BIPOC, women, and LGBTQ+ communities to work in the outdoor space and have opportunities to add their lived experiences to the organization's voice. Through long-term initiatives, NWAC will continue working towards systemic change in the outdoor industry to ensure greater equity and inclusivity. We believe the voices of NWAC need to reflect the diversity of all our communities.

POSITION SUMMARY

We are currently seeking a Membership and Communications Coordinator (MCC) to maintain and grow the NWAC membership program. The MCC will also work with the Communications Manager to build communication content around campaigns, events, and fundraising strategies. This is an entry level position with the possibility of growth in hours and responsibilities in future years. The ideal candidate is someone interested in working with tech platforms, managing data, and building a robust membership program. While a passion for the outdoors and public safety is preferred, ***backcountry experience is not required for this role.***

Membership Coordination

The NWAC membership program is an integral part of both our community outreach and fundraising efforts. In the 2020 season our membership program grew to over 3000 members. The MCC will be responsible for recognizing and tracking memberships, answering queries, providing information, devising regular communication, and maintaining membership records.

Communications Coordination

In addition to our forecasting tools, NWAC communicates with our audience through email, social media, and direct mail communication. The MCC will work with the Communication Manager to build content for our communication platforms and ensure timely responses.

PRIMARY RESPONSIBILITIES

Membership

- Managing and updating tech systems (FormAssembly, Salesforce)
- Tracking, logging, and cleaning data in Salesforce
- Writing and updating thank you letters to members
- Managing volunteers for packing and shipping
- Inventory, stock, and order membership collateral
- Managing member requests and changes

Communications

- Support the Communications Manager in social media and email content creation and implementation
- Monitor info email and social media accounts
- Running reports and sending direct mail campaigns
- Ensure robust communication with users and members





NORTHWEST AVALANCHE CENTER

249 MAIN AVENUE SOUTH | STE. 107 - #366 | NORTH BEND, WA 98045

T: 206.909.0203 | www.nwac.us

REQUIRED QUALIFICATIONS

- Working knowledge of equity and a commitment to inclusion
- Interest in data management and tech platforms
- Strong attention to detail
- Competence with shared calendars, shared spreadsheets, and clear, timely email communication
- Ability to work collaboratively with a team
- Self-motivated with strong problem-solving abilities

RECOMMENDED SKILLS

- Passion for snow sports and avalanche education/safety
- Experience with Salesforce
- Experience coordinating volunteers
- Experience working in non-profits

WORKING CONDITIONS

- The job is located at the Northwest Avalanche Center's office in North Bend, Washington. All staff will be required to work three days per week from the office with the option of two remote days per week.
- The position is a .75 FTE position with no planned work for the months of June and July

BENEFITS

- Hourly compensation from \$16 to \$18 depending on experience
- Level 1 or 2 avalanche course
- Health insurance stipend
- Free and discounted outdoor ski passes, clothing, and gear through industry partners
- Opportunity for growth within the nonprofit team

HOW TO APPLY

Interested applicants can send resume and cover letter as PDFs to info@nwac.us; other formats will NOT be considered. Competitive candidates will submit a focused cover letter that includes your motivation to work in the outdoors space and concrete examples of the required qualifications. Please write *Membership Coordinator* in the subject line of your email.

Applications will be accepted until position is filled. Expected start date is August 10th, 2021.

