

MWGO Membership Manager job description

Maine Wilderness Guides Organization (MWGO) is seeking to fill the position of Membership Manager. The part time, home based position will require 10-15 hours per month with compensation at \$15.00 per hour. The Membership Manager must be proficient with Microsoft Excel, Microsoft Word, and using these applications to do mail merge to email and regular mailings including printing letters, post cards, and mailing labels.

The job involves:

- (1) Processing new memberships: entering data in the spreadsheet and mailing out new member packets. The packet includes a thank you letter, membership card, patch, window decal, and a copy of the most recent newsletter.
- (2) Processing membership renewals: (a) sending out monthly email renewal reminders as memberships expire; (b) following up with a post card reminder if there is no response to the email reminder; (c) following up with a phone call if there has been no response to the email and post card.
- (3) Sending out notification or other communications from the Board of Directors
- (4) Reporting to the Board of Directors at every meeting either in person, writing or by phone