

CU MAURICE RIVER

Position Description: Membership and Events Coordinator

Final Document Date: Spring 2021

ANNOUNCEMENT

Opportunity for Employment

The Membership and Events Coordinator (the “Incumbent”) shall assist and report directly to the Membership, Events and Office Manager, in support of the Executive Director of Citizens United to Protect the Maurice River and Its Tributaries, Inc. (CU Maurice River). The Incumbent shall be principally responsible for the following: management and use of member, volunteer and sponsor databases; coordination of banking, accounting and other business activities; processing of reservations for organizational events; providing of membership support; attendance at special events and organization of volunteers; new member recruitment and training; and maintenance of office computing tools and online programs. Duties of the position shall be discharged in ways that are consistent with the mission and values of the organization. For many members, volunteers and other stakeholders, the incumbent will share in serving as a primary point-of-contact with the organization.

This full-time position has a varied schedule, with most hours being completed in the office from Monday to Friday. It will be necessary for the Incumbent to accommodate changing schedules; recruiting and fundraising event needs and relative priorities. Though work activities are principally based in the organization’s facilities, the incumbent will be expected to attend out-of-office special events, organizational programming, and external meetings. Employee benefits that are offered are competitive.

In addition, assistance with regard to the production of regular and special events will require coordinated work with the Program Manager and Executive Director. CU Maurice River has a small staff so there is a lot of interface. We have a large volunteer workforce who interacts with the organization and increases the capacity of CU Maurice River many fold. They dedicate an approximate 10,000 volunteer hours annually and about 200 individuals are involved. Our memberships exceed 700 since many of these are family memberships, we estimate some 1,770+ individuals.

Interested applicants are invited to email a résumé and cover letter to:

Karla Rossini, Executive Director
Doreen B. Homan, Office Manager
CU Maurice River
PO Box 474, Millville, NJ 08332
Doreen.Homan@CUMauriceRiver.org

ORGANIZATION MISSION

Citizens United to Protect the Maurice River and Its Tributaries, Inc. (CU Maurice River) is dedicated to protecting the watershed of the Maurice River and the region known as Down Jersey, thereby enabling current and future generations to enjoy the environmental, recreational, cultural and scenic resources of this Wild & Scenic global treasure.

CU Maurice River empowers individuals, corporations and neighboring communities to promote the region’s enduring well-being and quality of life. CU Maurice River invites participation and fosters responsible stewardship. CU Maurice River supports education, awareness, and informed decision-making utilizing field work, research, and advocacy.