

Afterschool for Children and Teens Now Coalition (ACT Now)

Position Title: ACT Now Membership Coordinator

Location: Illinois

Job Type: Full-Time

[Afterschool for Children and Teens Now Coalition \(ACT Now\)](#) is seeking a highly motivated and enthusiastic individual to join our dynamic team as our Membership Coordinator.

ACT Now is a statewide coalition that advocates for access to quality and affordable afterschool programs for youth in Illinois. Our coalition is made up of a wide range of members, including families, educators, elected officials, community and youth leaders, and program providers. We are funded by the C.S. Mott Foundation and are the Statewide Afterschool Network in Illinois, with a counterpart in each of the 50 states. Our offices are based in Chicago, Illinois. We are open to hybrid work within the State of Illinois, with required in-office workdays each month.

Position Summary: The Membership Coordinator at ACT Now plays a crucial role in expanding and maintaining our network of afterschool program providers, stakeholders, and partners. The ideal candidate will be a highly organized and personable individual with a passion for youth development and community engagement. The Membership Coordinator will be responsible for overseeing all aspects of membership, from recruitment of new Coalition members to ongoing support, communication, and networking opportunities.

Key Responsibilities:

Membership Recruitment

- Develop and implement strategies to attract new members, including afterschool programs, educational institutions, community organizations, and other relevant stakeholders.
- Conduct outreach efforts to raise awareness of ACT Now's mission and benefits of membership.

Onboarding and Orientation

- Coordinate the onboarding process for new members, providing them with necessary information, resources, and support. This includes facilitating welcoming meetings and following up with members throughout the first year of their membership.
- Organizing and facilitating the bi-monthly Membership Exchanges sessions to familiarize new members with ACT Now's programs, services, and opportunities for collaboration.

Membership Engagement

- Cultivate and maintain positive relationships with existing members to ensure their continued engagement and satisfaction.
- Develop and implement initiatives to enhance member involvement, such as networking events, workshops, and collaborative projects.
- Develop and facilitate the annual Social-Emotional Learning (SEL) webinar series to support program providers in their professional development needs.

Communication

- Regularly communicate with members through various channels, including emails, to share updates, resources, and relevant information.
- Act as a liaison between members and ACT Now staff, addressing inquiries and concerns promptly.

Data Management

- Maintain accurate and up-to-date membership records and databases, including ACT Now's capacity building website, MailChimp, and the Coalition's online learning management system.
- Generate regular reports on membership metrics and trends to inform decision-making.

Qualifications:

- Bachelor's degree in external affairs, communications, marketing, family engagement, and/or a related field and/or equivalent of three years of work experience.
- Strong interpersonal and communication skills.
- Previous experience in membership coordination or community engagement is preferred.
- Knowledge of afterschool programs and youth development is a plus.
- Experience with Adobe Suite, MailChimp, and Salesforce preferred.
- Highly organized with excellent attention to detail.
- Ability to work independently and as part of a collaborative team. Ability to travel across the state as needed.
- Experience interacting with and supporting individuals from a variety of backgrounds.
- Equity mindset

Compensation

Salary is commensurate with experience and ranges between \$50,000 and \$60,000. ACT Now offers a generous benefits package and paid time off.

Application Process

Interested candidates should submit a resume with GPA, relevant coursework, and work experience; cover letter; two writing samples; and three professional references to Emma Spencer (Policy and Communications Manager) at spencere@actnowillinois.org by January 31, 2024 at 5:00 p.m. CST. Please include "Membership Coordinator Application" in the subject line. Please ensure to specify your available start day. Applications will be reviewed on a rolling basis.

ACT Now is an equal opportunity employer committed to building a diverse and inclusive workforce. We encourage individuals from underrepresented backgrounds to apply and help us create positive changes in education for all children and youth across the state.