



Title: Membership Coordinator – Grand Rapids

Reports to: Member Relations Manager

Hours: Part-time hourly (20 hours per week), Occasional evenings or weekends

Primary Geography: Grand Rapids Metro

Position Summary:

Local First's Membership Coordinator serves as the initial point of contact for new Members and prospective Members. He/she/they is responsible for building and retaining relationships with an array of stakeholders (ex: businesses, non-profits, donors, volunteers) who help Local First accomplish its mission.

Position Responsibilities:

- Recruit and retain members
- Work with team members to maintain membership database
- Develop and sustain relationships with community stakeholders
- Represent Local First at events
- Assist with fundraising activities (ex: ad sales, sponsorship sales, etc.)
- Promote member businesses through social media
- Other duties as assigned

Required Skills:

- Strong written and verbal communication skills
- Comfortable building relationships and networking with a diverse population
- Proficiency in Microsoft Office Programs, Salesforce, and social media
- Ability to establish priorities and work independently on assigned tasks
- Can passionately represent the values and goals of Local First

Additional Requirements:

- Spanish language proficiency preferred
- Associate's degree or some college required
- A minimum of two year's relevant job experience in sales or relationship development
- Reliable transportation

Local First leads the development of an economy grounded in local ownership that meets the basic needs of people, builds local wealth and social capital, functions in harmony with our ecosystem, and encourages joyful community

We are an Equal Opportunity Employer and we strive to reflect the diverse community in which we serve. Applicants who contribute to this diversity are strongly encouraged to apply.