



Membership & Engagement Coordinator

Position Description

Classification: Part-time (30 hours/week)

Location: Montpelier, Vermont (in-person with flexible scheduling)

Reports to: Executive Director

About Vermont Woodlands Association (VWA):

Vermont Woodlands Association is a 501(c)(3) nonprofit organization that supports private woodland owners in caring for their forests through trusted guidance, practical resources, and a strong community of fellow stewards. For over a century, Vermont Woodlands Association has worked to promote the stewardship, sustainable use, and long-term health of Vermont's forests, for today and for generations to come.

Position Overview:

Vermont Woodlands Association is seeking a detail-oriented, people-focused professional to serve as our Membership & Program Coordinator. This role is central to how we engage and support our community of members, partners, and program participants.

The Membership & Program Coordinator will lead the day-to-day management of our membership program, maintain our database systems, and support engagement across our educational programs and events. This role plays a central part in growing and supporting VWA's community of woodland stewards by strengthening member engagement, improving systems, and connecting people to programs and resources.

The ideal candidate is organized, proactive, and comfortable managing multiple systems and responsibilities in a small, collaborative office.

Key Responsibilities

Membership Engagement & Growth

- Manage and maintain VWA's membership database, ensuring accurate and up-to-date records
- Lead membership renewal, recruitment, and engagement efforts, including campaigns and outreach
- Track and support improvements in membership retention and participation
- Serve as a primary point of contact for members, providing responsive, friendly support

- Help strengthen connections between members and VWA programs, resources, and community

Communications & Outreach

- Support development and delivery of member communications, including e-newsletters and program announcements
- Maintain and segment contact lists to improve communication effectiveness
- Assist with website updates, event listings, and social media content
- Help ensure communications are clear, timely, and aligned with VWA's mission
- Fulfill and ship online store orders; manage basic store inventory
- Ensure smooth day-to-day functioning of a small, mission-driven office

Program & Event Coordination

- Support planning and coordination of VWA programs and events, including Vermont Tree Farm and VT LEAP
- Manage event logistics, registration, and participant communications
- Assist with event promotion and follow-up, including participant engagement and feedback
- Help create a welcoming and well-organized experience for all participants

Office & Administrative Support

- Provide support for general inquiries, including answering phones and responding to emails
- Support basic office operations
- Assist with board and committee logistics (meeting scheduling, materials, and coordination)
- Help maintain organized systems and processes to support an efficient, well-functioning office

Qualifications

- Bachelor's degree or equivalent experience in nonprofit operations, administration, or business
- At least 3 years of experience in a similar role, preferably in a nonprofit or small-office setting
- Experience working with CRM or membership database systems (Neon One preferred)
- Strong proficiency in QuickBooks Online and Microsoft Office (Word, Excel, Outlook)
- Excellent organizational skills, attention to detail, and the ability to manage multiple priorities
- Friendly and professional written and verbal communication

- Flexible, resourceful, and comfortable working as part of a small collaborative team
- Valid driver's license and reliable transportation; occasional evening or weekend event support may be required
- Experience with Constant Contact, Canva, or other communications tools, preferred

Compensation & Schedule

This is a part-time (30 hours/week) position based in Montpelier, with some flexibility in work hours and scheduling. Compensation is \$22–\$26 per hour, depending on experience. There are no benefits offered for this position, however there is potential for growth over time as our organization grows.

To Apply:

Please send a cover letter and resume to director@vermontwoodlands.org. Applications will be reviewed on a rolling basis until the position is filled.