



AMERICAN
AVALANCHE
ASSOCIATION

Job Description: A3 Member Services Coordinator

The American Avalanche Association (A3) has an excellent opportunity to make a national impact among avalanche professionals and wintertime backcountry users. The A3 Member Services Coordinator is responsible for assisting the Executive Director with daily operations and community relations to serve a membership of 2,600 avalanche professionals and avalanche safety enthusiasts.

We are actively seeking candidates with experience in the non-profit sector and exceptional communication and project management skills. Top candidates will have demonstrated interpersonal and communication skills and are able to foster a spirit of collaboration and teamwork amongst a wide range of outdoor professionals.

Responsibilities:

- Assist the Executive Director with administrative tasks related to the operations of a 501c3 nonprofit
- Monitor and respond to emails in the general A3 inbox
- Manage store inventory and sending of acknowledgement letters and gifts to A3 donors
- Database maintenance, management of professional and affiliate member applicants, as well as pro employment listings, and education grant applications
- Maintenance of A3 websites, including americanavalancheassociation.org, avalanche.org, and theavalanchereview.org
- Manage A3 social media accounts and associated communications
- Invoice and monitor payments from A3 sponsors, avalanche centers, and other payers
- Occasional assistance to other A3 staff members, including the Education Manager and Publishing Editor

Essential Qualifications:

- Strong personal connection to and passion for the mission of A3
- Familiarity with the snow and avalanche world and/or outdoor industry
- Exceptional communicator, including effective listening and an ability to work with a diverse range of perspectives and opinions
- Proficient computer skills, including database management
- Ability to work occasional weekends and evenings for special programs and meetings
- Experience and drive to work independently and remotely

Additional Details

This is a remote, part-time, year-round contract position with flexible hours of around 10/week in the off season and 15/week between September and April. Starting hourly pay is \$24/hr. The position reports to the Executive Director.

To Apply: Send a resume, cover letter, and list of references to jayne@avalanche.org by January 25, 2023.