

MEMBERSHIP/PROGRAMMING COORDINATOR – Women in Film & Video DC (WIFV)

This is an excellent opportunity to join a well-established and thriving DC-based non-profit organization that is dedicated to advancing the career development and achievement for professionals working in all areas of screen-based media and related disciplines. The ideal candidate will have excellent communication and organizational skills with a strong emphasis on membership and programming.

The full-time Coordinator is responsible for membership administration, coordination of public programs, and general office functions. The Coordinator plays a critical role in WIFV's work to advance women in the media industry and reports to the Executive Director.

MEMBERSHIP – The Coordinator is responsible for maintaining the infrastructure and direct communications that results in an engaged membership.

- Handles day-to-day needs of members (inquiries, reservations, mailings, etc.) whether by phone, correspondence, or office visits.
- Maintains renewing and new membership information using MEMBEE database software
- Assists members to activate appropriate membership benefits as needed.
- Prepares membership-related reports monthly for Board and Executive Director to determine membership numbers.
- Liaison with membership committee to provide materials and personal support for their initiatives to retain and recruit members resulting in an informed, engaged and functional committee. Assists membership committee to develop and distribute member cultivation tools. Coordinates regular communications by membership committee and others to new and expiring members. Maintains roster for membership committee. Attends committee meetings as requested.
- Assists organization to secure and maintain member benefits provided by outside entities.

PROGRAMMING – The Coordinator is responsible for maintaining an infrastructure that supports signature WIFV programs including ten Wednesday Ones, ScriptDC, Kids World Film Fest, Executive Events, Open House, Holiday Party, Roundtables.

- Liaison with programming committee to provide materials and personal support for their initiatives to provide high-quality programming, resulting in an informed, engaged and functional committee and participant satisfaction. Assists programming committee to follow the standard operating procedures for program implementation. Maintains roster for programming committee. Attends committee meetings as requested.
- Ensures that all required program logistics (venue, refreshments, speaker accommodations) are completed for each event on time and within budget. All expenditures are approved by the Executive Director within budget guidelines.
- Coordinates materials from Marketing/Communications and Programming Committees to promote programs internally and externally across relevant platforms and outlets.
- Assemble materials, including RSVP lists, and attend meetings to assist with set up, speaker/attendance check-in, registration at events, and venue clean up (could require evening, weekend and early morning hours)
- Develops program post mortem for each program documenting attendance, known expenses, speakers, and volunteers for distribution to the WIFV Board.

- Processes any required refunds with Executive Director approval.

ADMINISTRATIVE

- Updates website content including events calendar
- Maintains listservs for membership, roundtables, and board
- Manages visual archives
- Oversees office supplies, systems and technology. Coordinates procurement with Executive Director when necessary.
- Coordinates check and credit card receipts for deposit
- Reviews processes regularly and updates Membership/Programming operations manual on annual basis
- Maintains office calendar and paper files
- Works with interns and volunteers as needed and directed by Executive Director
- Other duties as appropriate

QUALIFICATIONS

- BA College degree preferred or equivalent work experience in an office environment.
- Membership and/or non-profit organization experience preferred
- Excellent computer skills (PC) necessary including database management, Microsoft Office, WordPress, and social media platforms. Experience with Mac programs a plus.
- Detail-oriented with good administrative and customer service skills
- Excellent customer service skills: ability to meet diverse membership needs in a professional manner, by telephone, email and face to face.
- Ability to multi-task and work in fast-paced environment, all with a great sense of humor!
- Ability to work varied hours (evenings, early mornings, a few weekends)
- Interest the multi-media industry.

Send cover letter and resume to director@wifv.org.

WIFV is an Equal Opportunity Employer and a Drug Free Workplace.