



# Communications and Membership Coordinator Position Description

Job Title: Communications and Membership Coordinator  
Classification: 32.5 hours/week, non-exempt  
Location: Portland, OR | Opportunity for Remote Work

## Overview:

The Affiliated Tribes of Northwest Indians Communications and Membership Coordinator reports to the ATNI Executive Director

## Status:

The Communications and Membership Coordinator is responsible for planning, developing, implementing and monitoring ATNI's strategic communications strategy. This work includes communicating with Tribal Government ATNI membership, media relations, sponsors and partners. The focus is on increasing the capacity of ATNI and our programs for more effective communication with our membership and responding to the needs of our programs. Additionally, the Coordinator is responsible for member relations, including outreach, recruitment, retention, and implementation of plans designed to cultivate, maintain, and strengthen member ties to each other and to ATNI. The coordinator is responsible for instituting and utilizing a membership platform to better serve the ATNI membership. The Coordinator may provide some assistance with identifying and garnering resources to support the ATNI's work, primarily in the area of community relations and communications. Successful candidates will have direct experience working with tribal nonprofits.

## **DUTIES AND RESPONSIBILITIES**

**COMMUNICATIONS (40%):** Responsible for internal and external communication strategies, media relations, social media presence and the development of communications collateral.

### **Communication with members:**

- Develop and implement an overall membership communications strategy.
- Create framework/talking points for member programs around a wide array of ATNI member issues and priorities.
- Support organizational communications with written information for newsletters, annual reports, websites, social media, etc.
- Promote member programs' innovative and best practices.
- Opportunity to provide technical assistance to member programs on public relations, communications, media advocacy and media relations.
- Facilitate regional and local approaches to communications by working with the member agencies.

**Online communications:**

- Manage the structure and content of ATNI website; Develop and execute all communications on the program website and all social media outlets.
- Expand ATNI's social media presence through existing and new social media outlets.
- Analyze data pertaining to website and social media use and effectiveness as related to fundraising and awareness of activities. Produce the regular e-newsletter, annual report, and other special reports as needed

**Communication with public:**

- Develop, implement and monitor communications' initiatives that further ATNI's strategic goals and are in the best interest of members.
- Assist coalition with the development and implementation of a communication plan that furthers ATNI's strategic initiatives and increases stakeholder awareness of ATNI, programs, and ATNI priority issues.
  - Develop, direct and coordinate ATNI awareness campaigns and internet marketing programs.
  - Produce and distribute public awareness materials for use by member programs and the public.
  - Create communications and media materials and archive.
  - Direct and oversee media relations for ATNI
- Support ATNI in management of all media inquiries. Serve as a ATNI point of contact for media, including initiating and responding to media contacts, following up with, building rapport with and providing relevant information to media.
- With the ATNI Executive Director, determine ATNI's response to media inquiries and initiation of public statements
- Write and disseminate news releases as requested.
- Work in conjunction with Public Policy staff and Executive Director on legislative and public policy issues as necessary.

**MEMBER RELATIONS (50%):**

Working with ATNI Executive Director and staff, manage recruitment and retention of ATNI membership (Tribes, organizations, and individuals).

Communicate with members, non-members and others in a relationship building role.

Develop and oversee the implementation of a plan for identifying membership needs for support and service by ATNI, including needs assessments, site visits, and surveys.

Assist in the general planning and implementation of member management platform to more effectively track and manage membership

Solicit new and renewing membership.

Provide a high level of service including building strong relationships with members, non-members, donors and others. Responds to inquiries and requests.

Responsible for timely entry and acknowledgement of all memberships.

Work with administrative management to ensure timely completion of administrative tasks related to membership and payment processing, coordination of membership renewals, production of membership reports, updating membership data on website and in other functional systems.

Write and update membership communications.

### **DEVELOPMENT (10%)**

- Assist the Executive Director in researching coordinating funding opportunities for ATNI.
- Provide assistance with grants management.
- Facilitate the development, writing, submission, administration and monitoring of some grants. Establish relationships with potential donors and participate in fundraising as assigned.
- Work with the ATNI administrative management to manage donations and reconciliation of records. Assist with communications for other revenue generating options, including writing of direct mail campaigns, solicitation of sponsorships for the annual conference and other activities, and online fund generation.

### **REQUIRED QUALIFICATIONS**

Qualifications also include verifiable skills in communications and resource development. Minimum of 3 years in communications, public relations or equivalent experience. Qualified candidates will have excellent oral, written and interpersonal communication skills.

Ideal applicants will have the ability to work independently and as a team member. Must possess strong organizational, critical thinking and analytical skills, as well as an attention to detail. Ability to manage multiple projects and consistently meet deadlines is required. Also essential is a high level of individual initiative and creativity, and experience working with diverse populations. This position

will be obligated to periodic statewide travel. Must have own car and proof of valid driver's license and insurance.

Bachelor's degree or equivalent experience.

### **SALARY AND BENEFITS**

Salary range for this 32 hr/week position is \$40,500 - \$47,200 depending on experience. Excellent benefits including health care coverage (vision and dental included), paid holidays and accrual of paid time off (PTO), mileage reimbursement for regional travel (or vehicle rental).

NOTE: This job description is not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework for the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by a person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements to the work of ATNI and are subject to possible modifications to reasonably accommodate individuals with disabilities.

ATNI is an equal opportunity employer.

**To Apply:** Please send your resume and cover letter to:

Email: [humanresources@atntribes.org](mailto:humanresources@atntribes.org)

Subject Line: "Communications Job Announcement"

Attention: James Parker, Deputy Director

Affiliated Tribes of Northwest Indians

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