



VERMONT MOUNTAIN BIKE ASSOC.
SINCE  1997

Membership Associate
Part-Time: 10 hours/week, \$15/hour
April through June (12 weeks); possibility to extend
Reports to: Programs & Events Coordinator

Introduction

Interested in a flexible, part-time position supporting one of the country's largest state-level mountain bike advocacy organizations? VMBA is looking for a seasonal Membership Associate to help deliver our Membership Benefits program and support the 9,400+ members who make our work possible. The work will be based out of our Waterbury office, with a target start date of April 1, 2022, running through June 30, 2022 (12 weeks).

Summary of Position

The Membership Associate will support the Programs & Events Coordinator in fulfilling our Membership Benefits program during the busiest part of our membership season. Specifically, the Membership Associate will help ensure membership materials are sent to VMBA members in an accurate and timely manner, preparing customized membership packets. The position requires 10 hours per week over a 12 week period, April through June, with the Associate working out of our Waterbury office. Timing of the work is flexible and can be adjusted to meet the Associate's availability. Compensation will be \$15 per hour worked.

Applicants should be detail-oriented and quick to learn and follow protocols. Applicants need not have any prior experience, though should include a minimum of two references with their application. The position is temporary (12 weeks), with the potential to extend based on the Associate's performance and VMBA's needs.

Duties and Responsibilities

1. Membership fulfillment
 - 1.1. Coordinate working times with the Programs & Events Coordinator
 - 1.2. Pack membership packets based on individual membership parameters and following the protocols and procedures established by the Programs & Events Coordinator
 - 1.3. Weigh and post membership packets
 - 1.4. Track and communicate progress with the Programs & Events Coordinator
 - 1.5. Provide feedback to the Program & Events coordinator as to ways to improve the fulfillment process

Additional Information

Vermont Mountain Bike Association
PO Box 2055
South Burlington, VT 05407
EIN: 03-0356194

At VMBA, our pledge is to develop vibrant communities emboldened by outdoor recreation and natural environments connected to all. Our primary goal is to build an inviting and inclusive mountain bike community that any individual can be a part of. We are proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran or disability status. We are committed to building a team that represents a variety of backgrounds and skills to continue our work of [listening and learning](#), which is why we invite anyone to apply.

How to Apply:

Qualified candidates are asked to please submit a cover letter and resume to jobs@vmba.org. Please use “VMBA Membership Associate” in the subject line. The Hiring Committee will begin reviewing applications immediately. The job posting will close on March 14, 2022.