



VERMONT MOUNTAIN BIKE ASSOC.  
SINCE  1997

Membership Associate  
Part-Time: 10 hours/week, \$20/hour  
March through mid-September  
Reports to: Operations Manager

## 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 9,600+ members who make our work possible. The work will be based out of our Waterbury office, with a target start date of March 15, 2024, running through mid-September

## Summary of Position:

The Membership Associate will support the Operations Manager in fulfilling our Membership Benefits program during the busiest part of our membership season. Specifically, the Membership Associate will help ensure membership materials are packaged and sent to VMBA Members in an accurate and timely manner. The position requires 10 hours per week starting in mid-March and running into mid-September (26 weeks total). The Associate will work out of our Waterbury office on a flexible schedule that can be adjusted to meet the Associate's availability. Compensation will be \$20 per hour, and the Associate will also have access to industry Pro Deals on gear.

Applicants should be detail-oriented and quick to learn and follow protocols. They should feel comfortable working independently with limited oversight. Applicants need not have any prior experience. The position is seasonal with the potential to extend based on the Associate's performance and VMBA's needs.

## Duties and responsibilities:

1. Coordinate working times with the Operations Manager
2. Pack membership packets based on each membership parameter and follow the protocols and procedures established by the Operations Manager
3. Weigh and post membership packets
4. Track and communicate progress with the Operations Manager
5. Provide feedback to the Operations Manager as to ways to improve the fulfillment process
6. Pack, weigh, and post orders from our online store
7. Assist with other shipments such as donor gifts as needed

**Additional Information:**

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 brief cover letter, resume, and two references to [jobs@vmba.org](mailto: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 Feb 25, 2024