



HOPI-TEWA WOMEN'S COALITION TO END

P.O. Box 239 Second Mesa, AZ 86043 | 928-737-9000

Position Description

Job Title: Membership Coordinator
Location: Second Mesa, AZ
Job Type: Full-Time, Permanent, Non-Exempt
Reports To: Executive Director

Organizational Overview:

The **Hopi-Tewa Women's Coalition to End Abuse (HTWCEA)** is a nonprofit tribal coalition that works to unify and strengthen the voices of survivors, advocates, and communities to end domestic violence, sexual assault, dating violence, stalking, and sex trafficking in Hopi and Tewa communities. HTWCEA is rooted in Hopi cultural values, healing, safety, and well-being, and provides education, training, policy advocacy, and technical assistance to tribal programs, organizational partners, and communities.

Position Summary:

The **Membership Coordinator** is responsible for developing, coordinating, and managing the coalition's membership program. This includes recruiting, engaging, and retaining individual and organizational members, coordinating membership activities, and strengthening member participation in coalition initiatives.

Key Responsibilities:

Membership Program Development & Coordination

- Develop, implement, and coordinate the coalition's membership program in alignment with organizational bylaws, governance structure, and coalition goals and values.
- Ensure membership systems support meaningful participation, representation, and shared decision-making and leadership, and collective impact.
- Coordinate all aspects of the membership processes, including applications, onboarding, orientation, renewals, and exits.
- Maintain clear procedures to ensure members understand coalition values, roles, responsibilities, and benefits of participation.
- Plan, coordinate, and support membership activities, including orientations, regular meetings, committee gatherings, and the annual membership meeting.
- Provide logistical support, communication, and follow-up to ensure productive and well-organized engagement opportunities.

Membership Recruitment, Retention & Engagement

- Design and implement strategies to recruit, retain, and actively engage individual members and partner programs.
- Foster a welcoming and inclusive membership culture that encourages sustained involvement and collaboration.

Member Communications & Information Sharing

- Prepare and distribute regular newsletters and e-newsletters, including updates on coalition activities, member opportunities, events, and policy or advocacy updates.
- Support consistent, timely, and culturally respectful communication with the membership.
- Recruit and coordinate coalition members and volunteers to serve on committees, task forces, and workgroups.
- Support member participation in coalition-led initiatives and collaborative projects that advance the coalition's mission and vision.
- Build and sustain strong, respectful relationships with coalition members and partner organizations by providing consistent communication, technical support, and follow-up.
- Serve as a primary point of contact for member questions, concerns, and engagement needs, and engagement opportunities.
- Support leadership development opportunities for members within the coalition, including committee leadership, workgroup facilitation, and representation in coalition initiatives.
- Encourage member capacity-building that strengthens coalition effectiveness, member-driven participation, and shared-decision making.

Membership Records & Data Management

- Maintain accurate and up-to-date membership records, databases, rosters, attendance logs, and documentation.
- Ensure data integrity to support reporting, evaluation, and compliance with grant and organizational requirements.

Documentation, Reporting & Compliance

- Ensure timely and accurate documentation of membership-related activities, projects, and outcomes.
- Prepare reports and summaries as required for grants, funders, internal planning, and organizational accountability.

Strategic Planning & Organizational Support

- Assist with the development, implementation, and monitoring of the coalition's strategic plan as it relates to outreach, education, and community engagement.
- Support organizational goals through coordinated planning and cross-program collaboration.
- Maintain daily outreach activities required to meet coalition goals and objectives.
- Perform additional responsibilities as assigned to support the mission, values, and ongoing work of the coalition.

Qualifications:

- The position requires at minimum; Associate's degree in public health, social work, criminal justice, issue advocacy, general studies or two-years college level courses AND 2 years of experience in project coordination, evaluation, implementing grant objectives, public presentations, working with community partners, project documentation, report writing, and public health; **OR**
- Any equivalent combination of education and experience and training that demonstrates the ability, knowledge and skills relevant to the position may be considered.

Knowledge, Skills, and Abilities

- Strong facilitation, organizational, and program development skills.
- Experience with public speaking, project management and network building.
- Excellent verbal and written communication skills.

- Cultural awareness and sensitivity when working with Hopi-Tewa communities; experience in Tribal communities preferred.
- Familiarity with domestic violence, sexual assault, stalking, sex trafficking and related advocacy fields.
- Understanding of nonprofit program planning and implementation.
- Ability to manage multiple projects with attention to detail.
- Ability to work independently and collaboratively as part of a team.
- Ability to understand how projects fit within a broader strategic framework.
- Proficiency with computer applications including Word, Excel, PowerPoint, and related software.
- Ability to work independently and as part of a collaborative team.

Physical / Environmental Requirements

- Must possess a valid Driver's License.
- Requires local, regional, and occasional national travel for meetings, conferences, and trainings.
- Work is primarily in an office environment.
- May require lifting of up to 50 pounds and occasional physical labor.

Working Conditions:

This position is based in the HTWCEA office in Second Mesa, AZ with regular travel locally, regionally and nationally. Must be able to work in a team-centered, trauma-informed, and culturally respectful environment. Must be able to work flexible schedules that include evenings and weekends.
