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**Position Title: Membership Coordinator**

**Reports To: Executive Director**

**Classification: Full time**

**Salary**

**Summary:** The Hub Coalition is a nonprofit 501(3) organization with the mission of reducing substance use by providing resources to enhance the quality of life in Porter County. The Hub strives to support local initiatives by community agencies addressing substance use disorder and unintended consequences. The Hub is part of the Governor’s Commission for a Drug Free Partnership that provides funding to community level projects. Additionally, The Hub is responsible for local, state, and federal grants for multiple year initiatives totaling over $1 million per year.

**Essential Duties and Responsibilities:**

* Ensure metrics are met for coalition capacity building by meeting or exceeding monthly quota as determined by grant evaluator. Coordinates all aspects of volunteer engagement including orientation of members, scheduling meaningful and appropriate activities, creating, and updating orientation guidebook, liaison between members, obtaining and updating appropriate signed documents (CIA), maintaining relationships, scheduling professional development training monthly for members. Maintain 12 sector representatives and provide weekly communication in each community coalition per grant requirement.
* Coordinates all aspects of the grant as directed by project director and in alignment with grant timeline, activity plan and community sectors. Prepares an annual calendar for coalition meetings, locations, content, and events.
* Coordinates strategies and programs as outlined in the grant activity plan and timeline with detail for Sticker Shock, Positive Ticketing, town halls, prescription take back, media ready, Inspect, Overdose lifeline, as required.
* Coordination and preparation of meetings with knowledge of Roberts Rules of Order, agenda, meeting minutes and meeting prep. Develops monthly committees as suggested by coalition and those outlined in grant, records meeting minutes and reports.
* Attends assigned community meetings to network with attendees and promote the strategies and programs of the grant.
* Promotes active and broad participation by volunteers in all areas of organizational work.
* Maintain official records and documents, ensure compliance with local, state, and federal regulations, and maintain a working knowledge of significant developments and trends addressing substance use disorder.

**Job Requirements:**

* Graduate of a four-year accredited college or university with interest in prevention and intervention of substance use and quality of life.
* Able to schedule weekly appointments for potential members and member agencies, able to develop contact list, evaluate and report activities.
* Experience working in non-profit in Porter County with community connectedness and agency contacts.
* Common sense.

**Skill Preference:**

* Experience in organizational design, development, and high level of “soft skills.”
* Experience in project management, result driven outcomes, evaluation, reporting.
* Able to communicate and present agency services/products to community with the goal of forging a partnership and building capacity.
* Able to work independently and as a team to organize and prioritize multiple tasks by deadline.
* Able to speak effectively and professionally in public in a neutral and non-threatening demeanor in alignment with agency protocol.

**Personal Work Relationships:**

Candidate should be highly adaptable and with the ability to work effectively both independently and collaboratively with other members of a cross-functional team.

**Physical Effort**:

Office environment, standing, sitting, walking, lifting between 10-35 pounds, speaking, hearing and manual dexterity.