



Job Description: Membership & Outreach Coordinator

JOB DESCRIPTION SUMMARY: Responsible for engaging members-new, current and past in BCA membership, activities and events. This individual will develop and coordinate events meant to attract members & guests to BCA facilities and share news about the happenings at BCA on all of our outreach methods.

The Membership & Outreach Coordinator is a member of BCA's part time staff and does not assist in supervising of BCA Staff Producers and Staff Videographers.

RESPONSIBILITIES

Primary Work Responsibilities:

1. Manage BCA membership list including maintaining up to date information related to each member.
2. Provide dynamic content within BCA outreach platforms according to a regimented schedule of outreach activities including those areas listed in numbers 3-6 below.
3. Coordinate the BCA website and contribute frequent professional new content and posts to keep the website current and to attract viewers to the site.
4. Coordinate and ensure current, professional and continuous updates to BCA social media platforms including Facebook, Twitter, LinkedIn, YouTube, etc. to attract viewers to the site.
5. Coordinate and contribute articles to the "BCA Member's Newsletter" utilizing Constant Contact or equivalent.
6. Work with BCA production Staff to send out regular installments of the "BCA Crew Call Newsletter" utilizing Constant Contact or equivalent.
7. Coordinates and leads training classes to members on BCA operational areas.
8. Provides telephone support for incoming calls, as needed.
9. Provide a receptive, positive and professional welcome to BCA guests and visitors.
10. Develop, plan & coordinate on-going membership and outreach events in the Brockton community and BCA studio.

Additional Work Responsibilities:

1. Assist in the instruction of BCA production training classes allowing for an extension in the reach and scope of programming available for Brockton's access channels.
2. Assist the BCA's Production Coordinator in the equipment check out process.
3. Assist and mentor BCA interns and part time production staff on BCA's operations.
4. Coordinate the BCA community bulletin board(s) and assist those who submit content.

Supervisory Responsibilities: Any assigned interns and any potential Support Assistants.

Position Requirement: All staff working with the minors is subject to CORI/SORI review by the City of Brockton.

General Requirements:

- Ensures member compliance to ALL BCA policies.
 - Participates as a team member in support of BCA's mission and the operations of all BCA departments.
 - Administers and adheres to all applicable department, warehouse, company-related Operational, Safety, and Human Resources policies and procedures.
 - Accountable for the effective and smooth operation of the department's profitability within organization's guidelines.
 - Trains and motivates department personnel, volunteers and interns.
 - Professionally interacts and maintains effective and open communication with all personnel, vendors/manufacturers, and members.
 - Maintains a professional and positive manner and appearance at all times.
 - Fosters and ensures a friendly, consistent, non-discriminatory atmosphere in the workplace and demonstrates a strong commitment to public service.
 - Consistently promotes BCA's mission to inspire, empower, & share community through media.
 - Provides input into employees' performance evaluations, disciplinary reports and other personnel-related matters.
 - Maintains and supervises the safe and efficient operation of the department.
 - Responsible to perform all duties safely and in a manner consistent with the policies and procedures of the organization.
 - Maintains a safe and clean working environment (for all direct and indirect personnel) including:
 - keeping work areas free from debris; and
 - ensuring the safe work habits of all personnel;
 - the maintenance, use, care, and reporting of any equipment (e.g., production, tools) problems.
 - Monitors and ensures the proper use and tracking of all company-issued items (e.g., tools, software, production equipment).
 - Responsible for notifying the appropriate individual of any operational area or equipment that may be hazardous or defective.
 - Must be prepared to perform all work-related responsibilities of supervised staff as circumstances may require.
 - All other duties, as assigned.
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Work Environment *(Describes the characteristics that represent the work environment the employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- General office environment in which work is usually performed in a sitting position.
- Required to perform data entry skills for long periods of time.
- May require stooping, kneeling, reaching, lifting and carrying during the course of the work shift.
- May be required to solely and safely lift and move materials of up to 50 lbs.
- May be required to travel up to 40% of the time.
- Required to maintain a current and valid driver's license with an acceptable driving record as established by BCA's insurance provider and have reliable transportation.

Disclaimer:

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position. Other duties may be assigned. The Company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances changes (e.g. emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the organization has a similar right.

Employee's Signature: _____ **Date:** _____