



**Join Our Team as a Membership & Events Coordinator!** Common Good Vermont is seeking a dynamic, detail-oriented professional to support Vermont's nonprofit sector by fostering member engagement and delivering high-quality events. In this role, you'll be the go-to resource for our growing member base, managing membership programs, coordinating webinars and in-person convenings, and playing an active role in the planning of our annual Nonprofit Summit. If you excel in a collaborative, mission-driven environment and are passionate about creating opportunities for learning and connection, we'd love to hear from you!

At United Way, our mission is to build a stronger Northwest Vermont by mobilizing our community to improve people's lives. Our wide range of employee benefits reflects that commitment by investing in the overall wellbeing of our staff. We actively foster an inclusive and welcoming culture. Benefits include: health, dental, and vision insurance; generous paid vacation time; 403 (b) contributions; hybrid and flexible schedules; a robust wellness program, and more

Visit our website for more information- [www.unitedwaynwvt.org](http://www.unitedwaynwvt.org). Applications and inquiries can be directed to [hiring@unitedwaynwvt.org](mailto:hiring@unitedwaynwvt.org). Please attach a copy of your resume and cover letter to your application. The deadline to apply is 12/5/2025



**POSITION TITLE:** Membership and Events Coordinator

**EMPLOYMENT TYPE:** Full Time, Non-Exempt

**UNIT ORGANIZATION:** Community Impact

**REPORTS TO:** Common Good Vermont Co-Director

**SALARY RANGE:** \$45,000 - \$54,000

## **Position Overview**

The Membership & Events Coordinator supports a vibrant and connected network of nonprofit professionals across Vermont. This role manages member engagement and delivers high-quality events, including convenings, webinars, certificate programs, and the annual nonprofit summit. Working within a collaborative and mission-driven team, the coordinator helps create meaningful opportunities for learning, connection, and sector-wide impact.

## **Key Areas of Responsibility**

The primary responsibilities of this position include, but are not limited to:

### **Membership Engagement**

- Support all aspects of Common Good Vermont's membership program, including enrollment, engagement, communications, and data tracking.
- Serve as the primary point of contact for members, providing responsive and high-quality support.
- Contribute to the design and implementation of member benefits that reflect sector trends and member needs.
- Foster a sense of community among members through networking opportunities, events, and peer engagement.
- Maintain accurate records of member participation and engagement to inform planning and evaluation.

### **Program Administration and Event Logistics**

- Provide administrative support for events, including registration, participant communications, and post-event evaluation.
- Collaborate with internal teams and external partners to support content development, event promotion, and participant experience.
- Use participant feedback to assess event impact and inform future programming.



- Deliver logistical support for virtual and in-person events, including convenings, webinars, and learning cohorts.

## **Supervision**

No supervisory responsibilities

## **Qualifications**

- Experience in program coordination, event planning, member engagement, or related administrative roles.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple projects and deadlines.
- Strong interpersonal and written communication skills; comfortable communicating with diverse audiences.
- Proficiency with office and communications tools (e.g., Google Workspace, Zoom, CRM, or email platforms).
- Ability to work independently and collaboratively in a mission-aligned, team-based environment.
- Familiarity with event platforms and learning management systems is preferred but not required
- Experience using a CRM database such as Salesforce is preferred but not required.
- Commitment to equity, accessibility, and inclusive practices.
- Interest in and commitment to supporting Vermont's nonprofit sector.

## **Core Competencies**

- Contributes to shared goals and supports others in a collaborative, mission-driven environment.
- Anticipates needs, takes initiative, and responds effectively in a fast-paced setting.
- Manages information and processes with accuracy, care, and consistency.
- Fosters a respectful and supportive atmosphere for colleagues, partners, and participants.
- Applies inclusive practices and prioritizes accessibility across all aspects of the role.
- Demonstrates interest in and commitment to strengthening Vermont's nonprofit community.



### **Application Instructions**

Applications and inquiries can be directed to [hiring@unitedwaynwvt.org](mailto:hiring@unitedwaynwvt.org). Please attach a copy of your resume and cover letter to your application. The deadline for applying is 12/5/2025.