



Expressions of Interest for Membership Coordinator

The Australian Tiny House Association is a national Association and we are seeking to fill the position of Membership Coordinator. All ATHA roles are voluntary and we respect people's work-life balance in fulfilling the duties of these roles.

MEMBERSHIP COORDINATOR – Roles and Responsibilities

- Receive role direction of the President and Vice President
- Manage all new membership signup processes and renewals
- Maintain the email correspondence relating to memberships
- Welcome and liaise with new members
- Work closely with the Treasurer on membership offering
- Liaise with membership to get business members listed with logos
- Manage Membership renewals
- Send any information/notices etc to members where relevant
- Consider promotional signup processes and renewals
- Work closely with the Executive Committee to meet the actions and timeframes supporting ATHA's Strategic Plan
- Attend bi-monthly meetings (held virtually) and the Annual General Meeting (also virtual).

Please Note

Applicants must be a financial member of ATHA.

Applicants expressing their interest will be interviewed and where accepted they will be offered an induction and trial in the role. Please send your EOI via email to: admin@tinyhouse.org.au

Expression of Interest

Please complete the following information:

Name:

Address:

Email:

Mobile:

Financial member of ATHA: Yes / No

What ATHA Position are you applying for?

In less than 300 words explain your interest in the role, your skill set, experience and how this would support ATHA.