



## 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 direction from the President and Vice President
- Respond to membership questions in a timely manner Send member emails via Active Campaign with training provided when required
- Maintain the membership email correspondence
- Direct member questions to State leads where appropriate
- Work closely with the Treasurer on business membership offering
- Liaise with Social Media Coordinator for membership drive through FB and Instagram
- Encourage ATHA members to display the electronic ATHA membership logo on membership page
- Communicate directly with Subscriber members to convert to financial members
- Work closely with the Executive Committee to meet the actions and timeframes supporting ATHA's Strategic Plan

#### **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](mailto:admin@tinyhouse.org.au)*

#### EOI

*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.*

