
Staff Vacancy – Membership Manager

With the rapid growth of SEDS-Canada, we are seeking an enthusiastic individual to manage, engage, and expand our member base. This position is ideal for someone who has a strong interest in space, networking and building strong communities.

You will have the opportunity to engage with students across the country as well as the SEDS Board of Directors to build on initiatives that grow SEDS-Canada's membership. The Membership Manager should be capable of managing the flow of members in and out of the SEDS-Canada organization and developing strategies to improve upon membership engagement with SEDS-Canada. Additionally, the candidate should exemplify a basic understanding of the SEDS-Canada mandate and advocate for the needs of SEDS-Canada members.

Primary duties:

- Assist in the high-level management and improvement of our online membership management system to enable better tracking and storage of member data
- Be the point-of-contact between individual members and the organization
- Promote SEDS-Canada's membership benefits to the national space industry, which includes corporations, students, and professionals
- Establish new membership benefits (e.g. discounts, early accesses)
- Engage with SEDS-Canada members to identify their needs and fill them (*i.e. creating surveys, membership guides, gathering information for the Annual General Meeting (AGM), etc.*)
- Represent member interests at internal SEDS-Canada staff meetings
- Work closely with the SEDS-Canada VP Internal and Membership Web Developer in order to implement improvements to membership-related activities and the SEDS-Canada membership website portal

Requirements:

- A general interest in space, science, and technology
- Excellent communication skills
- Comfortable with learning new things
- Assets (not mandatory):
 - Experience managing members of a student club/organization
 - Experience in online membership management software/systems (*i.e. website plugins*)
 - Previous knowledge in organizing member information
- Time requirements: 3-5 hours per week.

This is an unpaid volunteer position. Prior experience is preferred, but not necessary - the most important fulfillment is a passion for space and ability to work in a professional environment.

Apply today by filling out an online form at bit.ly/apply2seds, and we'll get back to you soon!