



## **Membership Coordinator - Job Description**

### **Organization Overview**

#### Background

MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and New Hampshire, we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy. MIRA is a dynamic and multi-ethnic coalition with more than 140 organizational members, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations, and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.

#### **Job description:**

**Position Overview:** The Membership Coordinator plays a pivotal role in fostering strong relationships with member organizations, ensuring their needs are met, and actively involving them in MIRA activities. Additionally, this position is responsible for overseeing three capacity-building programs, namely Democracy School, Summer Organizing Fellows, and academic-year internships and fellowships, all under the guidance of the Director of Organizing. The Membership Coordinator will report directly to the Director of Organizing Programs and collaborate closely with the organizing, Communications, and Citizenship teams.

#### Duties and Responsibilities:

1. Establish and maintain close relationships with MIRA member organizations, serving as the main point of contact for addressing their inquiries and concerns. Regularly engage with them via email, phone, and in-person visits where feasible.
2. Share pertinent resources and opportunities with member organizations and actively involve them in various MIRA activities, including but not limited to regional meetings, Immigrants' Day at the State House, Democracy School, and the Annual MIRA Members Meeting.



3. Maintain up-to-date contact information for all members and oversee the collection of annual membership dues.
4. Facilitate connections and networking opportunities among member organizations to promote collaboration.
5. Manage the CRM system to ensure efficient tracking and communication with members.
6. Contribute to strategic plan goals related to membership development.
7. Collaborate with the Communications and Citizenship teams to enhance the civic engagement of New Americans.
8. Plan and facilitate new member orientations to ensure their seamless integration into MIRA.
9. Work with the digital organizer to plan and coordinate the member newsletter.
10. Organize and lead monthly member calls to provide updates and foster a sense of community.
11. Disseminate communications related to relevant immigration issues to keep members informed.
12. Arrange workshops and training sessions tailored for MIRA members.
13. Encourage and maximize the engagement of New Americans and other stakeholders by promoting MIRA's email list and ensuring new contacts are promptly added to the database. Collaborate with the Communications team for targeted outreach efforts.
14. In close collaboration with the Director of Organizing, coordinate Democracy School, which includes tasks such as site selection, partner and speaker recruitment, promotion, and logistical arrangements.
15. Supervise the Summer Organizing Fellows and accompany them on site visits.
16. Play a central role in organizing Immigrants' Day at the State House, encompassing member engagement, outreach, logistics, promotion, and preparation of materials in close collaboration with the Organizing team.
17. Assume a key role in organizing the Annual MIRA Members Meeting and regional member's meetings, with a primary focus on outreach. Additionally, contribute to the development of MIRA's legislative priorities and ensure members' voices are effectively heard.
18. Supervise organizing interns and volunteers, providing guidance and support as needed.

#### Qualifications and Skills:

1. At least one year of experience as an electoral and/or community organizer.
2. Excellent written and oral communication skills.
3. Strong organizational aptitude, including a proven ability to plan and execute events and maintain databases efficiently.
4. Self-motivated and capable of working independently with minimal supervision.
5. Demonstrated ability to work effectively in teams and collaborate across departments or organizations.



6. Excellent interpersonal skills, including a high level of cultural competency to engage effectively with diverse constituencies.
7. Knowledge of immigration basics, including historical context (pre-Trump era), related social justice issues, race, class, gender, and familiarity with Massachusetts' diverse immigrant communities.
8. Proficient facilitation and teaching skills, capable of conveying complex policy and social justice topics in a clear and accessible manner.

Requirements:

1. Bachelor's degree (or high school diploma and more than three years of relevant work experience).
2. Experience working with diverse groups and communities.
3. Previous experience in supervising others, such as interns and volunteers.
4. Possession of a valid driver's license and ability to drive across the state, as the job may require travel.
5. Strong preference for bilingual or multilingual candidates.

Salary Range:

The salary range for the position is \$50,000 - \$54,000 depending on experience

To Apply: To apply, email [hrrecruiting@miracoalition.org](mailto:hrrecruiting@miracoalition.org) with a resume and cover letter with "Membership Coordinator" in the subject line of the email.

MIRA is an equal opportunity employer that celebrates diversity and seeks a broad representation of the communities served by its staff.

**Job type:** Full Time      **Fully remote:** Hybrid

**Salary range:** \$50,000 - \$54,000

**Location:** Boston, Massachusetts

**Apply:** [hrrecruiting@miracoalition.org](mailto:hrrecruiting@miracoalition.org)