



ABOUT ETHNIC+ INC.

Ethnic+ is a not-for-profit networking association for the CALD Rainbow community and its allies.

Ethnic+ understands that we are more than just our ethnicity. The purpose of this association is to understand and be understood through providing a safe place for members of the culturally and linguistically diverse (CALD) rainbow community and allies to meet, discuss and support each other through the specific challenges they may face.

POSITION DESCRIPTION

MEMBERSHIP COORDINATOR

REPORTS TO Secretary

HOURS 4 to 8 Hours per Month

DESIRABLE SKILLS

- Mailchimp
- Familiarity with FB group management

RESPONSIBILITIES

- Assist Ethnic+ as a primary point of contact for all general enquiries about membership
- Process new member applications
- Issue welcome newsletters to new members
- Update and manage Members Register
- Prepare and send out quarterly newsletters
- Assist other committee members where required
- Perform miscellaneous projects as required