

Humanist Association of Ireland: Membership & Website Coordinator (Part Time) (<https://www.activelink.ie/node/111487>)



Membership and Website Coordinator (Part Time) for Humanist Association of Ireland CLG

Role: Membership and Website Coordinator (Part-time)

Location: Remote (home-based)

Salary: €32,760 (Pro-rata €18,720)

Terms: Part-time (20 hours per week, across 4 or 5 days). There is some flexibility with working patterns and occasional evening and weekend work will be required. Occasional in-person meetings are also required.

Organisational Overview:

The Humanist Association of Ireland (HAI) is a member-led organisation advocating for a secular, inclusive society where people of no religion are treated equally by the State. We are committed to promoting humanist principles and as a registered charity, the HAI plays a leading role in advocating for the separation of Church and State.

Role Overview:

We are looking for a dynamic and detail-oriented Membership and Website Coordinator to join our team. Reporting to the CEO, you will be the central point of contact for our members, manage our membership database, and play a key role in enhancing our website's content and user experience. This role is ideal for someone who thrives on organisation, loves working with websites, and is passionate about humanist values.

Key Responsibilities:

Membership Coordination

- Provide excellent service to HAI members, donors and clients via email and phone
- Manage membership subscriptions, renewals and updates
- Ensure our membership records are accurate and up-to-date on the CRM system.
- Develop and implement strategies to grow membership
- Create and distribute a digital welcome pack for new members.

Website Management:

- Oversee content updates and design on our WordPress website.
- Manage eCommerce functionality, monitor performance, and optimise for SEO
- Liaise with IT support to resolve technical issues and conduct regular testing.
- Conduct content audits to improve user experience
- Manage the CRM database, liaising with HAI celebrants to ensure all profiles and availability are up to date, and carry out the daily, weekly and monthly processes to ensure the ongoing integrity of data.
- Ensure all web content aligns with HAI's branding and messaging standards.

Role Requirements:

- Minimum one year's experience working with Content Management Systems (WordPress an advantage)
- Working knowledge of eCommerce platforms and CRM database
- Good understanding of HTML, CSS, SEO and user experience (UX) principles
- Experience in MS Word and Excel, with the ability to analyse data and run data queries in Excel
- Excellent attention to detail and time management skills.
- Strong communication skills, both written and verbal
- Strong problem-solving skills
- Ability to work independently and collaboratively with teams.
- An appreciation for humanist and secularist values

Terms and Conditions of Employment

This is a part-time position (20 hours per week) with an initial one-year contract. Some evening and weekend hours may be required. The role is remote but may involve occasional travel. Salary is €18,720 per year, with approved travel expenses reimbursed.

Applicants must be based in the Republic of Ireland.

How to Apply

Interested candidates should submit a CV and cover letter outlining their relevant experience and qualifications to recruitment@humanism.ie (mailto:recruitment@humanism.ie) by 5pm on Tuesday 29th October.

Join us at the Humanist Association of Ireland and be part of a movement advocating for a more inclusive and secular Ireland!

Region

Remote

Date Entered/Updated

11th Oct, 2024

Expiry Date

29th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/community/111487-humanist-association-of-ireland-membership-website-coordinator-part-time>