

## *Distinctly Helena Uniquely Downtown*

### **Position Description for Downtown Helena Inc. and the Helena Business Improvement District**

**Job Title:** Membership Coordinator  
**Reports to:** Executive Director  
**Salary:** \$18/\$20 hr.; non-exempt; 20-25 hrs. a week  
**Benefits:** Downtown Parking Pass, health, dental, vision, retirement, paid holidays, PTO  
**Hours:** Front line coverage twice a week, evening and weekends as needed

**Position Summary:** Under the general direction of the Executive Director, the Membership Coordinator is accountable for membership recruitment and retention for Downtown Helena, Inc. and will manage the benefits of membership and all membership activities.

#### **Duties and Responsibilities:**

- Direct membership recruitment and retention and coordinate all membership events and programs
  - Develop and distribute membership materials
  - Cultivate relationships with prospective members and enhance relationship with current members (current membership is approx. 100)
  - Plan, execute, and communicate DHI membership meetings and committees
  - Communicate, implement, and oversee all DHI membership benefits
    - Downtown Helena gift card program
  - Provide support to annual membership dues invoicing and oversee collections and communication
- Organizational communication management
  - In the Know membership newsletter the third week of the month
  - Create and distribute press releases
- Downtown Ambassador
- Front Line two (2) days a week
  - Assist with all program reservations including selling Downtown gift cards
- Welcome new business and property owners to the district with our Welcome Packet
- Website and social media posts
- Salesmanship

#### **Required Qualifications (knowledge, skills, and abilities)**

- Positive attitude and community service orientation
- Excellent oral and written communication skills
- Professional sales experience (membership, sponsors)
- Proven ability to work independently and with teams
- Attention to detail
- Ability to prioritize and meet multiple deadlines
- Ability to take initiative, work autonomously
- Excellent interpersonal skills to establish and maintain effective working relationships with a variety of individuals
- Applicant must possess a desire and motivation to learn and be intricately involved in the Helena community

To apply, please submit a CV, cover letter, and respond to the required qualifications listed in this job description. For questions, contact Micky Zurcher at 406-447-1535 or [mzurcher@helenabid.com](mailto:mzurcher@helenabid.com). Send your application via email or to Micky Zurcher, 318 Fuller Ave, Helena, MT 59601.