



Membership Coordinator Job Announcement

The Downtown Sailing Center (DSC) is Baltimore's community sailing center committed to making the sport of sailing inclusive and accessible for everyone. With over 500 members and volunteers, the DSC strives to make Baltimore's greatest natural resource available to all, and welcomes each year thousands of guests on the water from underserved communities. The DSC is currently seeking a full-time, salaried Membership and Volunteer Coordinator.

JOB DESCRIPTION

The Membership and Volunteer Coordinator is responsible for all communications with members and volunteers, planning and organizing member events, recruiting and scheduling volunteers, assisting with general communications, and various office and administrative tasks. This person will be the first point of contact at the DSC for many clients, including members, students, parents, volunteers, and other program participants.

The ideal candidate will have the following minimum qualifications:

- Strong interpersonal and organizational skills
- Proficient in Microsoft Office and Google Business suites
- Knowledge of social media platforms and best practices
- Able to occasionally work evenings or weekend (~20%)
- Background and interest in volunteer leadership
- Ability to work with diverse populations

Additional qualifications:

- Bachelor degree in communications, marketing, or nonprofit management
- Basic knowledge of web design and/or graphic design
- Excellent writing abilities
- Creative and flexible problem solver

Responsibilities

- Handle inquiries from customers, including existing and potential members, via phone, email and in person
- Scheduling Member events including socials, Member Sails, fun races, etc.
- Maintaining the DSC calendar and sending out communications as needed regarding event updates, cancellations, and other information.
- Recruit and schedule volunteers from within the membership as well as the greater DSC community.
- Track volunteer participation across events

- Send regular communications to DSC members about volunteer opportunities
- Assist with office admin tasks such as mail collection and distribution, file management, document management, printing, sorting, & filing, receiving visitors, processing payments
- Assist in creating marketing campaigns, including Email, Social Media, flyers, and event tabling
- Support Program Managers with administrative tasks as needed

Knowledge of sailing and the maritime industry is helpful, but not required. This is a full-time position with a competitive salary and compensation, including healthcare benefits and a matching retirement plan after 1-year.

Compensation

- Salary: \$40,000 to \$45,000

The DSC is an *equal-opportunity employer* that embraces diversity, equity, inclusion, and accessibility in the workplace. We do not tolerate any discrimination, harassment, or bias based on race, color, religion, sex, orientation, gender identity, national origin, veteran status, or varying ability. We aim to make Baltimore and the surrounding region a place that welcomes all walks of life, both on and off the water.