

Energetic, Creative Membership Coordinator

Part time / Volunteer

The Membership Coordinator will build, manage and support our growing membership base.

The Membership Coordinator will:

- Promote COPKA membership
- Manage membership sales and renewals
- Manage the membership database
- Maintain confidentiality
- Conduct mailouts to the members

Candidates should:

- Be creative, energetic and friendly
- Be confident managing an Excel database,
- Be organized and reliable,
- Have their own personal computer with Windows XP or later software.
- Be willing to undergo a police security check.

Modest Time Commitment: approximately 10 hrs / week during the annual membership drive (Dec-Mar), and 3hrs/wk the rest of the year. Work hours are entirely flexible.

As COPKA's Membership Coordinator, you will help increase COPKA's voice and capacity to work on policing issues.

For more information, call 613-757-3104. To apply for this position, please send your resume to COPKA, info@copka.ca.