



## **Arizona College Access Network (AzCAN) AzCAN Membership Coordinator**

**Education Forward Background:** [Education Forward Arizona](#) was created through the collective will of diverse sectors and communities across the state to change the way people think about and support education as the key driver to improving the economy and the quality of life in Arizona. Education Forward Arizona launched in August 2021 combining the talent, resources, and missions of Achieve60AZ, Expect More Arizona and College Success Arizona to be an even stronger force for education. At Education Forward Arizona, we believe that improving the quality of education in Arizona will improve the quality of life for all Arizonans. The organization is focused on improving education outcomes for students at all levels by being a statewide voice for P-20 education, implementing effective programs, and advocating for policy change.

**Position Summary:** The AzCAN Membership Coordinator will function as the liaison between the Arizona College Access Network (AzCAN) and its members to maintain successful relationships. This position plays a key role in building and conveying the value of an AzCAN membership to the community. This person will develop and execute successful strategies to recruit new members, ensure member renewals, and maintain an accurate database of membership records. This position also works with multiple teams in the organization to track, evaluate, and report on program goals and outcomes. The AzCAN Membership Coordinator reports to the Senior Director of Statewide Initiatives and AzCAN.

### **Job Responsibilities:**

- Statewide travel to meet and recruit new members
- Serve as the main contact for all member inquiries and manage membership application process
- Maintain member data system to ensure accuracy and completeness of member information
- Communicate with members on a regular basis, through email, phone calls, in-person meetings, and email blasts to inform members of services and benefits of membership
- Assist in the promotion of the Member Network to civic groups, school counselors, financial aid officers, career placement officials, school boards, and the community at large
- Collect and process National Student Clearinghouse data requests for community partners
- Collaborate with NCAN partners and share college access information
- Facilitate College Access Professional (CAP) Training, including registration, scheduling, promotion, data, invoicing, and program evaluation
- Maintain and promote Member Network calendar of events
- Assist in program agenda and event planning for all Member Mixers, Advisory Council meetings and other Member Network events
- Attend college access/success events to gain additional knowledge of current trends and opportunities for members
- Support fundraising and special community events
- Assist with program evaluations
- Create grant reports as needed
- Prepare organizational marketing materials to reflect depth, reach and impact of the AzCAN Member Network

### **Required Skills and Competencies:**

- Bachelor's degree in Education, Marketing, Communications, or related field
- 2-3 years of project management experience
- Demonstrated experience in member management
- Excellent communication and networking skills
- Proficient computer skills (Microsoft Suite, Salesforce, etc.)



- Experience with community development and outreach
- Experience with marketing and communications
- Experience with grants, grant reporting, and program evaluation
- Experience with in-depth data collection and analysis
- Ability to build relationships with a variety of stakeholders to influence, motivate, and communicate effectively towards aggressive deadlines and ambitious goals
- Ability to manage multiple projects with strong planning and organizational skills
- Takes initiative, demonstrates creativity, personable and has a high level of professionalism
- Shows a steadfast commitment to participating as a member of a fully integrated team.
- Willingness to travel throughout Arizona

**Salary Range:** \$42,000 to \$50,000. Commensurate with experience.

**Job Status:** Full-time, exempt, salaried position with benefits package.

**Job Location:** Phoenix, AZ. US Work Authorization Required.

Visit [educationforwardarizona.org](http://educationforwardarizona.org) to learn more about our organization.

**Please combine the following documents in an email to [jobs@educationforwardarizona.org](mailto:jobs@educationforwardarizona.org):**

- Cover Letter (Statement of interest and qualifications, based on this description)
- Current resume
- Three professional references

*The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.*

**All employees at Education Forward Arizona are required to be fully vaccinated for COVID-19 as a condition of employment. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.**