**Position Description**

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| **Role** | **Membership Officer** |
| Organisation | Hunter Organic Growers Society |
| Position Type | Volunteer |
| Grouping | General Committee |
| Expected Hours | 1 -2 hours per week, plus a 1 hour monthly committee meeting  |
| **Organisation Description** | The Hunter Organic Growers Society is a not-for-profit community organisation run by volunteers in the Hunter Valley region.​We have been consistently promoting, providing education and building community around sustainable growing since 1979 - that's over 40 years!​Making connections is central to a strong community. We bring passionate growers and newbie green thumbs together, to share ideas about how we can create positive change and learn from each other. |
| Job Overview | You will be responsible for the keeping the membership records of the group. This includes:* Managing the membership system via Wix with assistance and training from the Website manager
* Making manual updates when required
* Liaising with the Treasurer and General Secretary
* Handling membership-related enquiries received through the HOGs email and from the Treasurer & General Secretary.
* Providing a copy of the membership listing at the end of each financial year for access at the Annual General Meeting
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| Reporting | Reports to the Executive Committee |
| Skills & Training | * You will be a confident computer user and have willingness and ability to learn new programs effectively.
* No previous experience required in a similar role, but desired.
* A smile on your face, a team player, and willingness to learn and develop your skills!
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| Benefits | * Free household membership to the Hunter Organic Growers Society
* Free ‘Thank you’ lunch at the end of your term
* Excellent free training opportunity to learn new skills that are transferrable to employment or studies.
* Joining the tribe and making new friends
* That great feeling knowing you have contributed to helping more people learn and engage with organic growing and a sustainable lifestyle.
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| Contact | hunterorganicgrowersociety@gmail.comBarbara: 0402 052 248 (please leave a message if unanswered.) |