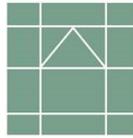


H O U S I N G



N E T W O R K

Membership Coordinator Position Description

About the Housing Network of Rhode Island (HNRI) and Homes RI

The [Housing Network of RI](#) is the State's membership organization for non-profit agencies that are committed to the development of affordable homes and vibrant communities across Rhode Island. HNRI is the backbone organization for [Homes RI](#), a coalition of organizations working together to increase and preserve the supply of safe, healthy, and affordable homes throughout Rhode Island. HNRI is an equal opportunity employer and does not unlawfully discriminate against employees or applicants based on race, color, country of ancestral origin, religion, disability, familial status, sex, marital status, sexual orientation, gender expression or identity, or status as a victim of domestic violence. Whenever practicable, HNRI will make reasonable accommodations for qualified individuals with disabilities to the extent required by law.

Overview of Position

HNRI is seeking an organized and energetic individual to coordinate activities that will benefit, grow, and sustain our diverse member network of nonprofit housing development organizations across Rhode Island. This includes responding to member inquiries and input, organizing training and technical assistance opportunities for members and staff, coordinating member advocacy to advance affordable housing initiatives, and supporting equity and inclusion goals for all members. This position will work closely with the HNRI Executive Director and 17-member network. This is a full-time position.

Responsibilities:

- **Develop, coordinate, facilitate and implement programming to meet membership needs.** Using formal and informal feedback mechanisms from members and key stakeholders, create and maintain opportunities for members to participate in networking, share ideas and best practices, troubleshoot challenges, and keep abreast of current trends, policies, and practices in the sector.
 - Regularly survey members for input
 - Disseminate information to members such as funding opportunities, industry news, and events
 - Organize events for members, including annual membership meeting and awards ceremony
 - Identify and implement training, technical assistance, and other professional development opportunities for membership
- **Establish and manage membership recruitment and retention efforts and implement member benefits.** Develop ways to communicate membership benefits and identify ways to enhance the member experience. Build relationships with internal and external stakeholders and partners and identify potential new members or supporters. Provide communications support that highlights the members' and HNRI work, including creation of newsletters, print and digital material, press and media stories and regular reports. Identify and implement strategies to support members with key human resources functions. Provide support to Board and associated committees as needed.

- **Coordinate advocacy among membership to advance HNRI policy agenda.** Work closely with ED, Homes RI Manager, and others to ensure members are kept informed of relevant policy issues and calls to action, are engaged in the development of HNRI's annual legislative agenda, and support membership participation and contribution to Homes RI collective.

Required Knowledge, Skills, and Qualities:

- Associate degree in a relevant field required, Bachelor's Degree preferred. Pertinent life experience, including lived experience with housing insecurity, may be substituted for years of formal education.
- Experience in a related field such as community development / housing, coalition-building or campaigns, volunteer coordination, project management, administration, client services. Two or more years' experience preferred.
- Demonstrated experience working with a membership, resident or client base requiring a high degree of customer service. Three or more years' experience preferred.
- Excellent written and oral communications skills and strong interpersonal skills.
- Demonstrated ability to connect, collaborate, and build partnerships with diverse stakeholders.
- Culturally sensitive and clear commitment to principles of equity and inclusion.
- Dedication to poverty alleviation and housing justice. Demonstrated experience in affordable housing policy/advocacy a plus.
- Comfort working in a diverse, fast-paced environment with ability to adapt or change course.
- Ability to use Microsoft Office, virtual meeting and webinar platforms, and social media apps. Ability to guide others through use of technology for events, meetings and trainings.
- Proficiency communicating in Spanish or other languages, in addition to English, a plus.

Compensation and Benefits: This is a position is currently 40 hours a week. Salary range is \$48,000 to \$55,000 annually. Benefits include 12 paid holidays, three personal days/year, paid vacation days, paid sick time, bereavement leave, health, and dental insurance, employer-sponsored 403(b) retirement plan, flexible schedule (negotiated), professional development, and mileage reimbursement when applicable.

Work Hours and Schedule: HNRI hours of business are Monday – Friday, 9:00am – 5:00pm. It is expected that employees will generally follow this schedule and be present our Pawtucket, RI office. Following satisfactory completion of a 90-day introductory period, the employee may arrange a flexible work schedule that includes remote work with their immediate supervisor and approval from the Executive Director.

Office and Equipment: The Housing Network of Rhode Island is an open office with cubicles. Employee will be furnished with an individual cube, computer with Office Suite and monitor, telephone, and wireless printer access. The building has a gate-entry parking lot/street parking, accessible entrance with ramp, and an elevator. It is accessible by public transit on the [RIPTA R-Line](#). Use of any personal devices for business reasons must comply with company policy.

To Apply: Applications will be reviewed on a rolling basis until the position is filled. Preference will be given to candidates who submit their application by **February 11, 2022**. **For serious consideration, applicants should send a cover letter describing your interest in, and relevant experience for, the position and a resume with work history.** Please send your application to Ms. Melina Lodge at HR@housingnetworkri.org and include the position title in the subject of your e-mail.