

BACKGROUND

The Missoula Midtown Association (MMA) is seeking a highly organized, creative, and community-minded professional with experience in membership engagement, communications, social media, CRM management, and event planning to help advance the Association's mission and objectives.

The Missoula Midtown Association's mission is to promote, advocate, preserve, facilitate, and enhance Midtown Missoula's commerce and community while providing an environment of cooperation to overcome challenges. We strive to be a dynamic organization with the energy, collaboration, and commitment necessary to support the long-term success of Midtown.

As the MMA continues to grow, so does the need to strengthen our ability to serve our members, communicate our impact, and increase awareness of the businesses, organizations, and people that make Midtown a vibrant place to live, work, and play. Our membership has grown by nearly 20% in recent years, and the Association is expanding its events, community partnerships, advocacy efforts, and communications presence. To support this continued growth, the Board of Directors is seeking to add a part-time, non-exempt employee to our team.

Under the direction of the Executive Director, the Membership & Communications Coordinator will play a key role in strengthening relationships with current and prospective members while helping to tell the story of Midtown and the MMA through engaging, consistent, and strategic communications. The position will support membership recruitment and retention, member engagement, CRM and data management, event planning and promotion, social media and digital content creation, and other communications initiatives.

This position will serve as an important connection point between the Association, its members, and the broader community, helping members understand the value of their involvement, creating opportunities for businesses and organizations to connect with one another, and promoting the people, places, events, and initiatives that make Midtown special. The ideal candidate will bring a combination of strong organizational skills, creativity, professionalism, and a genuine interest in building relationships and contributing to the continued growth and vitality of Midtown Missoula.

POSITION DESCRIPTION

Title: Membership & Communications Coordinator

Reports To: Executive Director

Hours: Averaging 10 hours per week, some evening work required

Class: Part-time, non-exempt

Compensation: \$25-\$40/per hour DOE, no benefits included

Scope of Work:

- Manage all membership recruitment, retention, and coordination efforts
 - Assist the Communications and Membership Committees in developing and distributing membership materials

- Manage the MMA Membership Committee, comprised of volunteers who assist with the recruitment and retention of members
- Cultivate relationships with prospective members and enhance relationships with current members
- Assist with the execution of MMA membership events (monthly mixers, lunch and learn events and the Spring Annual Membership Meeting)
- Communicate, implement and oversee all MMA membership benefits programs, including communication opportunities and major sponsor benefits
- Provide support for annual membership dues invoicing and oversee collections and communications
- Manage the onboarding of new members
- Create and manage digital and print communications
 - Develop, create, and publish content across the MMA's social media platforms, email marketing tools, and website.
 - Capture and edit photography and video to showcase members, events, sponsors, and community initiatives.
 - Attend MMA events to capture photos/videos and engage with members and the community for marketing and promotional purposes.
 - Write copy for social media, newsletters, email campaigns, website updates, and other organizational communications.
 - Create graphics for digital communications, event promotions, signage, apparel, presentations, and other marketing initiatives.
 - Coordinate content calendars and schedule posts across digital platforms.
 - Monitor analytics and recommend strategies to increase member engagement, organizational visibility, and community awareness.
 - Assist in maintaining brand consistency across all Association communications.
 - Assist with event(s) promotions and marketing across social media platforms and through targeted email and mailings
- Assist the Executive Director with special projects as needed
- Attend the following monthly MMA standing meetings: Board of Directors meeting (90 minutes), the Midtown Mixer (90 minutes), and the Membership Committee Meeting (60 minutes)
- Other duties as needed

Required Qualifications (knowledge, skills & abilities):

- Bachelor's degree in business, marketing, communications or related field is preferred
- Demonstrate ability to coordinate and manage events
- Ability and willingness to ask businesses to become members and meet membership recruitment goals
- Experience creating and managing digital content across social media platforms, including LinkedIn, Facebook, and Instagram.
- Demonstrate excellent oral and written communication skills
- Demonstrate professionalism and ability to interact with people
- Proven time management and organizational skills

- Excellent interpersonal and communication skills, and the ability to build and maintain relationships with members
- Ability to take initiative, work autonomously, and start and finish specified projects
- Mature level of responsibility and dependability
- Desire to serve others, Midtown and the community as a whole
- Experience with Microsoft Office programs, Canva, and Bloomerang programs preferred
- Experience managing a Customer Relationship Management (CRM) platform
- Valid driver's license and reliable transportation for attending events and visiting members

SUBMISSION

The following should be submitted by **September 18, 2026** electronically as a PDF(s) to midtown@missoulamidtown.com:

- A letter of interest
- A resume or vita
- Three references with contact information

The Missoula Midtown Association is an equal-opportunity employer. Applicants of all identities are encouraged to apply.