

CFSA Community Campus, LLC (CF Campus) is seeking to fill the position of Member Services Coordinator.

The CF Campus, a shared space for community advancement, is a nonprofit Campus which spans more than 24,000 square feet across three buildings with a central courtyard. The CF Campus includes open and enclosed offices for lease to nonprofits, shared amenities, meeting spaces and open “hoteling” space for drop-in or day work.

The CF Campus provides resources and a platform for collaboration that allow the nonprofit community to share their resources and ideas more efficiently and effectively, thereby maximizing their impact in the community.

The CF Campus is a place where experts share knowledge openly, mentorship happens spontaneously, and collaboration flows naturally. It fuels partnerships rooted in mutual interests, trust and respect, enriched by diversity and focused on positive and lasting impact in our communities.

The Member Services Coordinator is the frontline liaison for the CF Campus. The Member Services Coordinator will strive to make the Campus a thriving collaborative workspace by implementing nonprofit capacity building workshops, convenings, and events that bring added value to the Campus tenants. The Member Services Coordinator will be responsible for managing and growing the Campus conference room rental program as well as working closely with CFSA staff to build community and connect tenants across the Campus.

The ideal candidate will have tenant, event management, and hosting experience; strong communication skills; and a passion for creating a collaborative culture.

The salary range is 35-43k annually.

## **Duties & Responsibilities**

### *Campus Culture, Training, and Programs:*

- Build and maintain Campus culture by implementing activities that encourage learning, reflection, and collaboration among our diverse tenants.
- Work in collaboration with the Center for Healthy Nonprofits to execute and coordinate nonprofit capacity building workshops, training, convenings.
- Create and coordinate special events for both internal tenant groups and external nonprofits in the community.
- Work in collaboration with CFSA marketing to maintain Campus social media accounts, newsletters, website and other promotions.
- Form an annual art committee and maintain a local art rotation program.
- Manage and facilitate committees to better the tenant community on Campus.

### *Event Space Management:*

- Coordinate schedules for facility usage, including room reservations, and special events.

## **Qualifications**

### **The Member Services Coordinator must possess the following:**

Commitment to creating an inclusive atmosphere where differences are understood, valued and respected; an understanding and appreciation of the diversity found within southern Arizona including the ability to work with all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin and military status. Excellent interpersonal skills with a willingness and ability to work cooperatively with others.

- Must project a professional image always in person and on the phones to internal and external constituents.
- Ability to develop creative ideas that will assist in creating the culture of the Campus.
- Extensive event management and hosting experience including coordination of speakers and diverse constituents.
- Excellent organizational and time management skills, including the ability to prioritize tasks.
- Ability to multitask and to adjust to competing priorities.
- Attention to detail and high level of accuracy.
- Excellent oral, written and listening skills.

### **The Member Services Coordinator must have considerable knowledge in the following areas:**

- Event management
- The local nonprofit community
- Principles and practices of sound business communications
- Strong spelling, grammar, and punctuation
- Advanced user of MS Word, Excel, Access and Outlook

### **Desired Skills**

- Conference Room Management
- Bookkeeping Experience
- Working knowledge of IT management
- Substantial Nonprofit work experience
- Bilingual

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