

POSITION DESCRIPTION

The logo for Burma Link, featuring the words "BURMA LINK" in white, uppercase letters on a red rectangular background with a white border.

POSITION TITLE: Membership Officer

ORGANIZATION: Burma Link – Mae Sot, Thailand

REPORTS TO: Program Director

OVERALL RESPONSIBILITY:

The Membership Officer is responsible for recruiting and managing members for Burma Link. The post-holder develops and runs a database for Burma Link's members and ensures that the database is confidential and continuously up to date. The post-holder also ensures that all members receive their membership benefits and that the Board constantly has access to an updated member contact information so that all members can be informed of the organisation's meetings in due time. The Membership Officer also establishes and maintains a system to attract and engage new and existing members.

KEY RESPONSIBILITIES:

- Manage and coordinate Burma Link's membership base, including payments and renewals.
- Develop and maintain the membership database, ensuring it is confidential and continuously up to date.
- Develop and customise materials for members and update as necessary.
- Maintain communication with existing members and build and cultivate relationships with members.
- Work in close cooperation with other Burma Link staff to establish a system to attract and engage new members through the use of a variety of outreach channels.
- Work in close cooperation with other Burma Link staff to engage existing Burma Link members.
- Perform other duties as may be requested.

JOB REQUIREMENTS – EDUCATION & PROFESSIONAL

- University degree.
- Strong ability to build and manage secure databases.
- Good understanding of promotional tools for advertising and engaging a diverse audience.
- Demonstrated experience and effectiveness in relationship building.
- Excellent written and oral communication skills in English. Knowledge of Burmese & Karen is an advantage.

JOB REQUIREMENTS – PERSONAL ATTRIBUTES:

- Integrity, honesty, and reliability.
- High degree of cultural sensitivity and strong ethics.

- High degree of personal initiative and creativity.
- Capable of working independently and within a team as well as forming strong working relationships with program staff across the organization.
- Able to work effectively in a multi-cultural environment.
- Ability to manage communications with a diverse membership base ensuring that relationships with members develop and mature.
- Ability to prioritise and manage own time even under pressure.
- Willingness and ability to work outside normal working hours.
- Able to identify what needs to get done, then willing and able to make it happen with great attention to detail.
- Strong organisational skills and the ability to meet deadlines.
- Outgoing and confident.

APPLICATIONS

This is currently a non-paid volunteer position as Burma Link is fully run by volunteers until funds are available. To be considered for this opportunity, please send your CV and application form to volunteers@burmalink.org.