



## Job Opening

### Marketing and Membership Coordinator

Type: Full-time TXSES employee

Salary: \$60K-\$70K commensurate with experience and qualifications

Location: Remote

Reports to: Executive Director

Benefits: Personal time off, flexible work schedule

***Applications accepted on a rolling basis until June 30 or until the position is filled.***

#### **About TXSES**

For more than four decades, TXSES has been the pre-eminent statewide organization developing *free* thought-leading, independent, fact-based information and quality educational materials that inspire innovation, share best practices, and inform decision-makers on the critical importance of sound, favorable solar policies that will grow the industry; protect clean air; build healthy, resilient communities; support local, well-paying jobs; and lay the foundation for energy independence.

A membership-based organization, TXSES's unique niche is exemplified in our well-established local chapters in Austin, Dallas, El Paso, Houston, and San Antonio. Having boots on the ground in these major metropolitan cities, which represent nearly a quarter of Texas's 29 million citizens, enables our bright and dedicated experts to share distinct educational expertise. Together, TXSES and our chapters create and share best practices that are building a strong solar foundation for a 100% clean energy future for Texas, one community at a time.

#### **About the position**

Texas Solar Energy Society is seeking a marketing and membership outreach coordinator to help grow our membership and function as the liaison between our organization and our members. The coordinator will be responsible for all aspects of marketing and membership, from developing marketing materials to serving as the first point of contact for membership related questions to organizing member events and meetings. The coordinator will also be responsible for promoting models and tools with local governments and other stakeholders that help advance the mission of the organization. Additional tasks will include maintaining member records, soliciting member and stakeholder feedback through surveys and interviews and collecting membership dues. The coordinator should be an outstanding communicator with a talent for building and maintaining strong relationships between stakeholders and the organization.

Candidates will submit two samples of marketing and promotional materials created. Position will remain open until filled. Send resumé and writing samples to [pparsons@txses.org](mailto:pparsons@txses.org)

## **Responsibilities**

- Develop educational materials for models and tools that help promote distributed solar.
- Promote models and tools with local governments and other stakeholders.
- Handle questions, information requests and feedback regarding membership and software training for local governments.
- Process membership applications, renewals and resignations.
- Maintain and update membership records.
- Assist with member communication activities.
- Collect data, track membership and other stakeholder statistics and prepare reports.
- Develop and implement strategies to recruit new members and local governments interested in software that promotes distributed solar.
- Track membership revenue.
- Prepare membership marketing materials.
- Organize events and activities for existing and prospective members.

## **Essential knowledge/skills/experience/qualities**

- High school diploma/GED.
- Previous experience in member management, sales or recruitment.
- Proficiency in Microsoft Office.
- Superior writing, public speaking and interpersonal skills.
- Experience engaging stakeholders and building networks focused on common objectives
- Ability to think creatively and take initiative.
- Ability to meet deadlines and communicate challenges.
- Ability to travel within the State of Texas.
- Ability to work in a geographically distributed virtual team environment

## **TXSES Foundational Values**

- We support professional, courteous, trustworthy and ethical business conduct.
- We support compliance with federal, state, and local laws regarding licensing, labor practices, workers' compensation, insurance, customer-data privacy, data handling and any other applicable rules or requirements.
- We support energy justice and energy equity as part of any business that is working in the solar space.
- We support fair labor business practices, equity, livable wages, health insurance and life-work balance for workers.
- We believe in the potential of the clean energy transition to advance equity in our nation.

TXSES is proud to be an equal opportunity employer committed to diversity and inclusion in the workplace and embracing a workplace with diverse voices and perspectives. We strongly encourage and seek applications from candidates with diverse backgrounds. Applicants are not discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical conditions, or any other protected characteristic under applicable law.

