



Membership Coordinator, Statewide

The local connector of belonging.

This role supports the Membership Director in creating a consistent, connected, and valuable FETX member experience within their assigned city.

Responsibilities

- Support the Membership Director with membership initiatives and priorities within the assigned city
- Assist with member onboarding, engagement, retention, and member experiences
- Help communicate membership updates, opportunities, events, and benefits to local members
- Support membership-only initiatives and programs within the assigned city
- Help identify member needs, questions, feedback, and opportunities and communicate them to the Membership Director
- Assist the Membership Director with maintaining a consistent member experience across cities
- Complete membership-related projects and responsibilities assigned by the Membership Director
- Collaborate with local Program Coordinators and other FETX leadership as needed
- Follow statewide membership processes, policies, communication standards, and systems established by the Membership Director

Ideal Candidate

Relationship-driven, dependable, organized, and community-minded. Someone who naturally connects with people, communicates well, follows through, and is passionate about creating a strong member experience. Comfortable working as part of a team, taking direction, and representing FETX within their local community.

Preferred Location

Preference will be given to candidates located in:
San Antonio, Austin, or Dallas

Reports to

Membership Director, Statewide

Questions?

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