



VACANCY AT WESSA

National Membership Coordinator

Wildlife and Environment Society of South Africa (WESSA) is one of South Africa's leading Environmental NPO's. WESSA's aims to Educate.Advocate.Act through its staff and voluntary members and supporters throughout the country.

WESSA is recruiting for a **National Membership Coordinator**, who will support the Membership and Volunteers Committee and the National Membership Manager to foster the growth and impact of our volunteers. Based in Glenwood, Durban, your main responsibilities **over this three-year contract period** will be to coordinate and stimulate the activities of our volunteers, provide operational support and guidance to membership structures and foster recruitment of volunteers.

Key Performance Areas include:

- Liaise with and support regional membership coordinators to synergise and stimulate impactful volunteer activities; including national overnight travel.
- Coordinate various national membership & volunteer committee meetings (noting that most of these meetings take place after 5pm weekdays and sometimes on weekends).
- Facilitate communications between paid staff and volunteer activities, to foster greater alignment and mutual support.
- Promote citizen science activities amongst regions, branches, and Friends Groups, with a focus on increasing youth involvement, with special attention for the KZN Region.
- Increase region and branch support for and involvement in affiliated Friends Groups and Conservancies.
- Support branches to develop their annual activity plans and budgets, including project budget development, financial reporting and arranging training interventions.
- Collaborate with the regional coordinators and the National Membership Administrator, to nurture recruitment, induction, administration, reporting and communications with members and supporters.
- Arrange bi-monthly *WESSA in ACTION!* webinars (evenings) that showcase and promote WESSA Education, Advocacy and Actions activities and fundraising efforts.
- Prepare regular internal and external reports and communications, including liaising with membership structures and WESSA Marketing & Communications to publish these.
- Support and promote the centenary preparatory and celebration activities.

EXPERIENCE REQUIRED FOR THIS POSITION:

- Tertiary qualification in environmental, social development or communications related field.
- Minimum 5 years working experience (3 years for applicants with PhDs); with at least three referees provided.
- Experience in an environmental NGO in a membership support, project stakeholder liaison/coordination and/or communications position advantageous.
- Strong coordination and liaison skills.
- At least a year of project management experience, including project financial management.
- Key personal skills: initiative, self-motivation, and self-management
- Excellent verbal, presentation, and written communication skills, in at least English and one other SA official language.
- Computer Literacy (Microsoft Office, PowerPoint, Excel, Teams)
- Valid driver's license.
- South African citizenship or permanent SA residency permit.

NOTE: WESSA is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. WESSA reserves the right not to make an appointment to the post as advertised.

PLEASE FORWARD YOUR APPLICATION TO:

WESSA Human Resources, via email to: applications@wessa.co.za

Please state **National Membership Coordinator** in the subject line; and submit your covering letter, CV, and any supporting documentation **as a combined, single PDF file.**

CLOSING DATE OF APPLICATIONS: 16h00 SAST, 10 June 2025