

Membership & Operations Coordinator // Job Description

Casual or Part-time position || 20-25 hours a week || Mix of Office and Home-based work

Want to be part of something big? Are you ready to challenge yourself in a fast-growing adventure driven environment?

If you LOVE the outdoors, love problem solving, want to be a part of a growing, ever changing environment, then this might be the opportunity for you!

Work with a dedicated team, pushing and growing this small company into a big one! We are super proud of our amazingly engaged community so scoop up all the gold we have created, and turn it into a comprehensive membership masterpiece with us!

Why You Want to Work With Us!

Take Shape Adventures has its sights set to become Australia's most respected Adventure Community, offering a range of outdoor activities in a safe, connected community.

Our business has grown over the past 8 years from a small Personal Training studio in Melbourne, to a 4000 strong highly engaged community of avid outdoor enthusiasts, who love our range of activities that pivot around hiking.

Our mission is to get people outside 'doing shit'... we don't care if you're a beginner, or an expert, there is a place for you in our community, a welcoming smile, and some healthy food and a bit of a challenge!

We have set our strategic plan for the next 10 years, and it's clear to us there is a huge opportunity to fold together fitness, health coaching, outdoor activity and community, and we are ready to find the right person to help us!

We offer flexible working arrangements from our home office and love giving you the autonomy to smash through your work, and hear how you plan to work, and how you will deliver on what is required. We have operating procedures in place but we are always open to feedback on increased effectiveness and efficiency, based on your experience. This is your opportunity to contribute to HOW we do business, to get us where we want to go!

About You:

If you find yourself with a patchwork of skills and experience and are looking for a way to utilise it all in one amazing job opportunity, this could be it! It would be great if you are an enthusiastic outdoor person who is passionate about health and fitness. You have strong membership knowledge and customer relationship skills and can multi-task! Being a very dynamic business, you're going to be super organised, autonomous, and can manage your own projects.

If this sounds like your experience:

- Membership management knowledge
- Outdoor content writer
- Sales copywriter
- Event coordination
- Outdoor lover
- Customer service ninja
- Canva wannabe designer
- Community manager
- And a little bit bookkeeper

Then you are sounding pretty good about now!

Your Core Role:

- Manage the newly launched membership program
- Manage the development of high quality content
- Provide quality customer support
- Provide some copy for social media, including blogs and newsletters.
- Manage payment plans and the everyday running of our subscriptions.

These platforms will be second-nature to you;

- Wordpress
- Canva
- G-Drive
- G-mail
- Facebook
- Instagram

Bonus points for CRM and accounting software!

Work Arrangements:

- Minimum of 50% work time to be undertaken at the office
- Initial period of 4 weeks at 20hrs per week.
- Ongoing hours to be negotiated according to business requirements.
- Pay rate based on award - Supported Employment Services Award 2010 [MA000103]

To apply, please email adrian@takeshapeadventures.com.au with the following:

- Your CV
- A sample of your writing style by captioning the following 4 photos in no more than 50 words each
- A 3min (max) video of you, who you are, what you can offer, why you'd love the work, etc.

We will then be in touch with the next steps if you are successfully shortlisted.

Thanks!

