

JCI USA Membership Coordinator (Full Time Position)

Organization: [JCI USA](#)

Location: Remote

Position Type: Full Time, Annual Contract

Salary Range: \$48,000 - \$60,000

About JCI USA

The world needs better leaders. From regional wars to economic inequalities, we are seeing the effects of poor leadership around the world. JCI USA exists to provide a platform where young people can develop their leadership skills while creating projects, programs, and events that drive positive impact. We aim to create accessible programs and tools to provide young people with leadership development opportunities virtually and in person.

JCI USA (Junior Chamber International USA) is a nonprofit organization of young leaders and changemakers aged 18 to 40 who are engaged and committed to creating impact in their communities. Through targeted programs, events, and project management opportunities, we empower young leaders to create positive change locally and globally.

Position Overview

JCI USA is seeking a mission-driven, detail-oriented Membership Coordinator to support the growth and sustainability of our national membership. This full-time, contract-based position is ideal for someone who thrives in a collaborative environment and is passionate about empowering young leaders.

The Membership Coordinator will be responsible for supporting current chapters, extending new chapters, and building systems that drive sustainable membership practices. This role will work closely with the Program Coordinator, national staff, and Executive Committee to create a thriving member experience and culture of continuous growth.

The ideal candidate will have 3-5 years of experience working in a membership, recruitment, or engagement-focused role in a nonprofit, association, or service organization.

Role Terms

This position will be offered on an annual contract basis after a 90-day introductory period, with renewal subject to organizational needs, performance evaluation, and budgetary approval. Contracts typically follow the calendar year, aligning with the JCI USA administrative cycle.

Key Responsibilities

Membership Growth & Support

- Develop and implement strategies and campaigns to grow JCI USA membership nationwide in collaboration with State and Local organizations.
- Identify, cultivate, and onboard new chapter opportunities.
- Support local chapters in recruitment, engagement, and retention practices through the creation of resources and trainings.
- Build and manage systems to track membership data, trends, and key metrics.

Cycle & System Development

- Partner with Program Coordinator and Executive Committee to create sustainable membership practices and engagement cycles, leading to higher retention and renewal rates.
- Analyze membership and program participation data to identify opportunities for improvement.
- Create toolkits, resources, and communications to help chapters grow and thrive.

Training & Engagement

- Coordinate onboarding and orientation for new chapters and leaders.
- Collaborate on national training events related to recruitment, retention, and chapter development.
- Collect and integrate feedback from members and chapter leaders to continuously improve the membership experience.

Communications & Collaboration

- Collaborate on the development of national campaigns and promotional efforts.
- Work closely with national and local leaders to ensure consistent messaging and support.
- Work with Executive Director to communicate progress on goals and updates with the Executive Committee and Board of Directors.
- Participate in cross-functional staff projects and planning aligned with organizational goals.

Member Experience & Support

- Communicate with members and local chapters regarding programming, deadlines and resources.
- Support JCI USA leadership in the management of its membership database, GlueUp.
- Help collect and analyze feedback to improve delivery and satisfaction.

Required Skills and Experience

- Bachelor's degree in nonprofit management, business, communications, or related field, or equivalent experience.
- 2+ years of relevant experience in membership development, community organizing, or nonprofit program work.
- Strong communication and interpersonal skills with the ability to engage diverse stakeholders.
- Highly organized and self-motivated with excellent time management.
- Proficient in Google Workspace, Microsoft Office, Zoom, and CRM or member management systems.
- Willingness to travel up to 40% annually for national events, membership support and training.
- Passion for leadership development, youth engagement, and community impact.

Preferred Qualifications

- Experience working with membership-based organizations.
- Familiarity with virtual onboarding and engagement strategies.
- Previous experience as a JCI member or with similar civic/service organizations.

Hiring Process

The hiring process will include:

- A 1:1 Interview with the JCI USA Executive Director
- A Panel Interview with JCI USA leadership
- Checking of listed references and a background check
- Finalists will be asked to provide a sample of work. The work sample is an opportunity for the candidate to demonstrate their skill level for specific critical skills and knowledge or ability as noted in the position description

How to Apply

Interested candidates are invited to submit their resume, a cover letter detailing their relevant experience, and any samples of previous work through [our career page](#).

Join us at JCI USA and contribute to our mission of empowering young leaders to create positive change in their communities and the world. Together, we can make a lasting impact!

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JCI USA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.