

Membership Engagement Coordinator - Greens SA

The Greens SA are founded upon four pillars: ecological sustainability, grassroots democracy, social justice and peace and non-violence. We are the third force in Australian politics and have representatives at all levels of government across the country. The Greens SA are hiring a staff member to support the growth, development and active participation of Greens SA members and local groups.

About the Role

We're looking for someone passionate, organised and experienced to join The Greens SA team as our Membership Engagement Coordinator. The successful applicant will work directly with the Party Director to grow and strengthen our membership, support local groups, and help members develop the skills and confidence to organise effectively in their communities.

The Membership Engagement Coordinator will work closely with branches, member action groups and individual members to support member recruitment and retention, leadership development, and local organising. They will provide practical support, training, and mentoring to help members build strong teams, engage with their communities, and take collective action. This is an exciting role for a passionate and driven people-person who wants to help grow and strengthen the Greens movement. It is imperative that the successful applicant be skilled at building supportive and productive relationships.

This isn't your average job: you'll work with a wide range of people and need to be self-motivated, organised and flexible – but you'll meet amazing Greens members and volunteers from all walks of life, and make a real difference to building a future for all of us. If you enjoy making things happen, helping people grow, and are passionate about building a progressive Australia, you'll love this job.

Conditions

Salary: Between Level 3.1 and Level 4.1 of the Social, Community, Home Care and Disability Services Industry Award, subject to skills and experience (currently between \$79,800 and \$92,000).

Workload: 0.8 FTE (4 days per week).

Duration: The position will be offered on a short-term contract ending June 27 2027.

Start date: End of October 2026.

Reports to: Party Director.

Primary responsibilities

- ▲ **Develop and deliver member recruitment and retention strategies** that grow Greens SA membership, create meaningful pathways for participation, and support branches and member action groups to welcome and retain members.
- ▲ **Support the development of strong and sustainable local groups**, working with branches and member action groups to build effective teams, establish clear roles, and develop local organising plans and practices.
- ▲ **Identify and develop member leaders**, supporting members to build the skills, confidence and experience to take on leadership, organisational, and candidate roles.
- ▲ **Develop and deliver member organising training and resources** for individuals, branches, member action groups, and larger audiences. Training and resources will include recruitment, team building, community organising, facilitation and leadership.
- ▲ **Provide ongoing organising support, mentoring, and coaching** to members and local groups, helping them build the skills and confidence to independently organise in their communities.
- ▲ **Coordinate member-focused events**, in collaboration with Greens SA staff, including induction and welcome activities, training, and community engagement activities.
- ▲ **Develop and coordinate membership communications** that support recruitment, induction, participation and retention, ensuring members receive timely and engaging information about opportunities to get involved.
- ▲ **Develop and maintain systems, resources and processes** that support member engagement and local organising, ensuring groups have the practical tools and information they need to organise effectively.
- ▲ **Identify local campaign opportunities and support members to organise** around them, helping branches and member action groups identify community issues, develop organising approaches and take effective collective action.

General requirements

- ▲ Work in accordance with Greens SA Charter, Constitution and Code of Conduct.
- ▲ You must hold, or be prepared to acquire, a Working With Children Check.
- ▲ The ability to work flexible hours, including weekends and evenings at times, is essential to this role.

Selection Criteria

Please address the following criteria by providing examples of how you have demonstrated each point in your previous working or volunteering experience.

We encourage you to apply even if you don't have all of the relevant skills. We're looking for a good communicator who is organised and has a passion for our movement, which we prioritise over formal education or qualifications. For a confidential conversation about the role, please contact Alice Wheaton at alice.wheaton@sa.greens.org.au.

Required

- ▲ Understanding of and commitment to the principles, policies and values of the Greens SA.
- ▲ Strong interpersonal and relationship-building skills, with the ability to work collaboratively, build trust, and motivate others.
- ▲ Strong organisational and problem-solving skills, including managing competing priorities, working to goals and deadlines, and finding practical solutions in a fast-paced environment.
- ▲ High-level oral and written communication skills, with strong attention to detail and the ability to communicate effectively with diverse audiences.
- ▲ Demonstrated ability to support people to organise collectively and take initiative, including developing plans, building teams and supporting others to take action.
- ▲ Demonstrated experience providing training, mentoring or support that builds the skills, confidence and capacity of others.
- ▲ Ability to quickly learn and confidently use new IT systems, databases and digital tools.

Desirable

- ▲ Experience working in politics or advocacy, and a sound understanding of campaign strategy and tactics.
- ▲ An understanding of the South Australian political landscape.
- ▲ Experience using Greens systems like Civi, Rocket, or gVIRS, or experience with a similar CRM in your work or volunteering role.

APPLICATIONS

To apply, please send a cover letter (maximum 2 pages) addressing the selection criteria and your CV to Alice Wheaton, Greens SA, at alice.wheaton@sa.greens.org.au using the subject line: Membership Engagement Coordinator application.

Applications will remain open until **11pm Sunday 11 October**.

The Greens are an equal opportunity employer, which means we strongly encourage any interested and qualified parties to apply – we don't discriminate on the basis of age, race, religion, sexual orientation, gender identity or disability.