



APPALACHIAN MOUNTAIN BIKE CLUB

P.O. Box 883 · Knoxville TN 37901 · info@ambcknox.org

AMBCKNOX.ORG

Job Description: Programming and Membership Coordinator

Appalachian Mountain Bike Club - Knoxville, TN

Full-Time | Reports to Executive Director

Position Summary

The Membership and Programming Coordinator will advance AMBC's mission by increasing membership engagement, supporting donor development, and managing community-facing programs. This role combines people-focused communications with event coordination to help grow AMBC's impact through sustained support and deeper community connections.

Key Responsibilities

Program and Event Coordination (50%)

- Grow and lead the Trail Blazers youth program to provide kids of all backgrounds with a play-based biking experience
- Support recurring programs such as Joy Rides, Social Rides, and work parties with backend support
- Assist with our annual Fall Festival, which hosts 3000+ attendees and 40+ vendors
- Assist in developing program materials, waivers, and feedback forms
- Coordinate logistics, volunteers, registration, and vendor/community partner outreach
- Work with volunteers and consultants to promote events
- Engage in periodic evening and weekend event coordination

Membership Engagement and Volunteer Management (50%)

- Grow, manage, and retain membership and volunteers through campaigns, renewals, special outreach, and impactful storytelling
- Develop member communications (newsletters, renewals, thank-you messages)
- Support and communicate with volunteers; manage data, and follow-up
- Work with ED and board members to identify, cultivate, and solicit donors
- Maintain accurate membership and donor records in CRM
- Help build relationships with community partners, schools, and local organizations

Ideal Qualifications

- 2+ years of experience in nonprofit communications, membership, or community programming
- Demonstrated leadership skills, particularly in managing youth-focused programs, with the ability to inspire and engage participants and volunteers
- Highly organized and detail-oriented, with strong interpersonal skills
- Comfortable with CRM platforms, email tools (e.g., Mailchimp), and spreadsheets
- Strong skills in copywriting and visual storytelling (basic design layout, i.e. Canva, or Adobe graphics), basic on-page SEO & HTML skills a plus
- Proficiency in digital marketing tools, i.e. social media platforms.
- Ability to work independently and as part of a team, with a creative and analytical approach.
- Strong office/admin skills and ability to easily learn software platforms.
- Familiarity with outdoor recreation and/or trail communities is a plus

Compensation

- **Salary Range:** \$45,000 - \$55,000, depending on experience
- **Benefits:** Health insurance stipend, PTO, professional development budget
- **Location:** Knoxville-based

Application Process

AMBC is committed to creating a diverse, equitable, and inclusive workplace. We encourage candidates from all backgrounds and experiences to apply. Interested candidates should email a resume and cover letter detailing their experience and interest in the role to info@ambcknox.org

AMBC will be accepting resumes until August 16th or when the position has been filled.

About Us

The Appalachian Mountain Bike Club (AMBC) is a 501(c)(3) nonprofit based in Knoxville, Tennessee. Since 2007, we've been building and maintaining trails, organizing volunteers, and creating programs that expand access to outdoor recreation. With over 100 miles of trails in our care and one of the largest mountain bike communities in the Southeast, we're powered by a passionate crew, dedicated volunteers, and a strong network of supporters. Learn more at ambcknox.org.