

# AMP Membership Coordinator (Part-Time)

POWER UP Productions is hiring a Membership Coordinator to run the operations and growth of AMP (Amplify My Presence) — POWER UP's monthly visibility membership for women business owners in Richmond, with expansion into DC this summer. (And future markets late 2026 and beyond!)

- Not a passive social media poster.**
- Not someone who needs hand-holding.**
- Not someone who lets things fall through the cracks.**

AMP members show up every month to be seen. Your job is to make sure everything around that experience is seamless — before the shoot, during the shoot, and long after it's over.

## What You'd Own

- All member and guest communications — confirmations, reminders, follow-ups, and everything in between
- Booking and coordinating creative venues for monthly Content Shoot Days
- Managing open membership slots and guest pass logistics so nothing gets missed
- Keeping Amy organized on what's been delivered to the community and what's coming next
- Posting and engaging in our online community platform — and surfacing member feedback or questions that need our team's expertise
- Creating social media content that makes women stop scrolling and want in

*Amy runs the monthly Zoom sessions, leads shoot day production, and provides all content strategy and feedback. You make sure the machine runs.*

## What Success Looks Like

Within 90 days:

- Members receive timely, warm communication at every touchpoint without Amy initiating it
- Shoot day venues are booked and logistics are handled without a scramble
- Guest passes and open slots are tracked and never fall through the cracks
- The Swarm community stays active between shoot days
- Amy knows exactly what's been delivered and what's next — without having to ask

**If Amy is chasing down details you should own by Day 60, something is off.**

## Who This Is For

You probably:

- Are already connected in the Richmond women business owner community — or know how to get in the room fast
- Are the person people call organized, reliable, and switched on
- Can create social content that actually converts — not just looks pretty
- Thrive on making things run smoothly behind the scenes
- Want to grow with something — Richmond is just the beginning

(Continued)

## **Here we go....and GROW!**

AMP launches in the DC market this summer. The right person in this role grows with it. This isn't a static part-time job — it's a ground-floor seat at a membership brand that's actively expanding.

## **How We Hire**

There's a paid trial. We work together before anyone commits. We hire intentionally.

## **Details**

**10–15 hrs/week · \$22–\$28/hr · Hybrid in Richmond · Expands with the growth of the membership.**

**To apply: [amy@powerup-productions.com](mailto:amy@powerup-productions.com)**

**One rule: Don't apply without an idea.** What's one way you'd get more Richmond women business owners into AMP? Lead with it. Impress us.