

## **JOB DESCRIPTION**

JOB TITLE: Membership Asst.

### **JOB SUMMARY**

Responsible for clerical duties in the department including filing, faxing, ordering supplies, etc. Accurate and timely processing of membership applications to include data entry, ballot process, membership notification and responding to applicants'. Handles several mailings each month in connection with the retention program and membership ballot process.

### **TASK DESCRIPTION**

1. Data entry of membership applications
2. Reviews applications for determination of correct membership category
3. Copies membership applications for membership committee ballot
4. Works closely with members Services Manager in preparation and mailing of membership committee ballots
5. Provides support Services with information for new member approval packets
6. Responsible for mailing approval letters, membership cards and invoices to new members
7. Filing membership information
8. Responds to phone calls from members and potential members
9. Orders supplies for the department
10. Clerical responsibilities related to membership processing
11. Provides clerical support to the department to include filing, faxing, stuffing envelopes, etc.
12. Forwards requests for local section membership to the appropriate local section president
13. Assists department manager with projects as needed.

### **KNOWLEDGE/EDUCATION**

High School education with computer literacy; 3-9 months experience preferred.

### **SUPERVISION**

Under general supervision of department manager, proceeds alone on regular duties, referring questionable cases to supervisor.