

Now Hiring: Membership and Fulfillment Secretary

THE WEST VIRGINIA HIGHLANDS CONSERVANCY, the state's oldest and largest environmental advocacy organization, is seeking a membership and fulfillment secretary with strong organizational skills and a passion for the environment. **Work from home.** Primary responsibilities include membership contact, membership database management, coordination with the board of directors to include quarterly board meeting attendance and support, and online store order fulfillment and record keeping. Advanced experience and ability with Microsoft Excel and other Microsoft Office applications required. This is a part time contract position with compensation between \$21,000 and \$25,000 a year, dependent upon experience and skill levels. Position is open until filled. **Please send a resume and cover letter** to Larry Thomas at larryvthomas@aol.com **and** Cory Chase director@wvhighlands.org (or to ask for additional information.) Review of applications will begin the week of April 10, 2022, and will continue until the position is filled.

Membership and Fulfillment Position Description

MEMBERSHIP

- * Manage membership database
- * Keep back-up files of databases
- * Prepare and send out renewal notices for dues
- * Run a "come-back" effort for lapsed members
- * Deposit dues and other amounts received
- * Prepare monthly reports for the treasurer, quarterly reports for the board

HIKING GUIDES AND ONLINE STORE

- * Process wholesale and retail orders
- * Deposit receipts for sales
- * Maintain inventory and prepare quarterly reports for board

HIGHLANDS VOICE

- * Prepare and send mailing member and bulk mail files to the printer each month
- * Maintain/keep current a list of bulk recipients

ADMINISTRATIVE

- * Maintain PayPal account
- * Maintain bulk mail and business reply mail permits
- * Maintain supplies of stationery, membership forms, miscellaneous items
- * Coordinate annual fund appeal mailing and donations thank-you notes
- * Respond to inquiries received
- * Assist Spring and/or Fall Review coordinators if necessary