



Immediate Opening: NSCDA Member Services Assistant August 3, 2018

Unique opportunity to support one of the country's finest nonprofit organizations devoted to historic preservation and patriotic service during an exciting period of growth and transformation. The National Society of The Colonial Dames of America seeks an enthusiastic and detail-oriented Member Services Assistant to provide warm and helpful responses to NSCDA members, prospective members, and headquarters visitors; update member database records accurately and efficiently; and support meeting and training registrations, preparation, and follow up.

Responsibilities of the position include:

- Serve as NSCDA/Dumbarton House receptionist to include: managing incoming calls and email inquiries. Provide general information about the organization to members and the general public.
- Support Member Services Manager and National Officers by producing membership reports bi-annually, mailing labels and lists as requested; updating membership lists; and verifying membership lists annually.
- Manage database and lineage requests, in coordination with the Member Services Manager.
- Support Board meetings/workshops to include: managing registrations; processing payments; creating mailing labels, event registration lists, and nametags; scheduling & setting up webinars, conference calls, IT needs; and assembling collateral as assigned. Support meetings and meeting follow up as assigned.
- Ensure general presentation and availability of resources in the Members' Sitting Room, West Wing Meeting Room, and Headquarters Reception/Lobby area. Offer hospitality and assistance to visiting NSCDA members.
- Support webinar meetings and conference calls as needed.
- Support NSCDA Travel Program marketing and administration.

Qualifications:

- Associate degree required
- Experience handling incoming phone calls and overseeing administrative office functions;
- Strong computer skills in databases, word processing, and spreadsheets;
- Proven attention to detail and strong organizing, speaking, and writing skills;
- Tactful, congenial, self-directed, motivated, and proactive;
- Flexibility, enthusiasm, and attitude of respect for working with diverse members, staff, volunteers, and visitors;
- Strength, dexterity, and mobility to perform all duties, including lifting objects, stooping, bending, climbing stairs, and working in tiring and uncomfortable positions.

Schedule & Compensation:

- 30-hour/week, non-exempt position; \$20/hour; full benefits package provided
- Consistent weekly schedule required and availability for additional weekly hours (including early mornings, evenings, and weekends) during busy meeting seasons preferred; please include scheduling availability (M-F, 8am-6pm) and flexibility in application materials.

To Apply:

For immediate consideration, send cover letter and resume to Danielle Gabriel, NSCDA Member Services Manager, daniellegabriel@nscda.org with "Member Services Assistant" as subject line. No phone calls please.