



American Legion Auxiliary *Department of Ohio*

PO Box 2760, Zanesville Ohio, 43702

740-452-8245 / www.alaohio.org

Non-Profit Organization seeking Membership Clerk in Zanesville, Ohio.

Opening for an experienced professional to assist the executive office of a non-profit organization.

Excellent opportunity for a self-starter in a very fulfilling position.

The right candidate must be an energetic, sociable, driven, and honest person. Should be willing to learn new skills and have (or develop) an interest in the position. The candidate must have a very good working knowledge of computer software packages including but not limited to MS Office.

Duties include but are not limited to:

- Data entry and processing. Must be highly proficient in the Access program including but not limited to tables, forms, and queries.
- Providing customer service requiring effective communication with staff, members, and leadership in person as well as via phone and email.
- Preparing reports.
- Filing and maintenance of records.
- Preparing deposits.
- Assist in keeping the organizations website and social medial updated.
- Assist with event planning, set up, execution, and tear down.

Job Requirements:

- Previous experience and knowledge of Microsoft Office including Access, Excel, Word, and Outlook is a must.
- Have above average keyboarding speed.
- Must have ability to multi-task.
- High school degree required, associate degree a plus.

Competitive hourly rate, plus medical and dental insurance, and retirement IRA upon hire of full-time employee. All Hires are subject to a background check