

Position: Membership Coordinator

Location: National Maritime Historical Society
5 John Walsh Boulevard, Peekskill, NY 10566

Reports To: Membership Director

Status: Non-Exempt, Part Time 20 Hours/Week

Overview: Founded in 1963, the **National Maritime Historical Society** ("NMHS") is a non-profit organization with over 8,000 members and a mission to raise awareness of our nation's maritime heritage through publications, educational programs, historic ship preservation, sail training and maritime events. The **Membership Coordinator** provides administrative support to the Membership Director and, as needed, to the Communications Director, to prepare membership materials and correspondence, maintain the membership database, provide excellent customer service, support membership events and assist with other administrative duties as may be required.

Duties:

- Prepare and send out membership materials, including reviewing incoming mail, preparing correspondence, printing labels, and assembling and shipping packets.
- Update membership database contacts and prepare reports.
- Provide excellent customer service through answering the phones, mailings and emails.
- Assist Communications Director with member events, including inviting members, tracking committee tasks, posting and marketing events online, event registration, purchasing supplies, event set-up and other administrative support as required.
- Perform other occasional duties as assigned, such as filing, ordering supplies, and making copies.

Qualifications:

- Work experience in an office setting, preferably in membership, outreach, communications, public relations or customer service.
- Self-motivated, energetic learner with excellent written and verbal skills.
- Highly organized with online research skills and the ability to meet tight deadlines.
- Comfortable with working in a collaborative team environment.
- Must be proficient with Microsoft Word, Outlook, and Excel. Experience with FileMaker Pro a plus.

Compensation: NMHS offers a competitive salary based on experience. Please state salary requirements when applying.

To apply: **Please send cover letter, resume and salary requirements to nmhs@seahistory.org. Please apply by February 28, 2015 to be considered. No telephone calls please.**