



Keepers of the Story ~ Stewards of the TrailSM
We preserve, promote and teach the diverse heritage of Lewis and Clark for the benefit of all people

LCTHF Membership and Administrative Assistant Job Description

The Lewis and Clark Trail Heritage Foundation is currently looking for a new addition to our team! The Membership and Administrative Assistant (MAA) position is vital to the mission of the Lewis and Clark Trail Heritage Foundation. The MAA is usually the first person our members and potential members interact with and should create a great first impression of our organization. We promote a team atmosphere at LCTHF and work together on a variety of projects. We encourage our employees to share new and innovative ideas for staff efficiency, program improvement, cost savings, and improved member relations. \$10-14/hour – 20-25 hours/week

Responsibilities include but are not limited to:

- Administrative work: Copy, file, type, answer phones, prepare mailings.
- Assist members with questions, research, and processing membership payments and donations.
- Pleasantly greet visitors and assist them with general information, questions, and research.
- Use Donor Database to add membership transactions, print thank you letters, answer membership questions, and update contact information, etc.
- Help prepare bulk mailings to membership.
- Check info@lewisandclark.org email address and respond/forward questions.
- Take deposits to the bank (Wells Fargo) on a weekly or bi weekly basis.
- Process mail, distribute to employee mailboxes. Occasionally pick up mail.
- Process credit card transactions on our Website for callers and visitors.
- Send New Member Welcome Packets for new and gift memberships weekly.
- Perform research in the Journals and WPO articles upon request.
- Keep track of specific donations and other records in Excel.
- Prepare and mail membership letters and thank you notices.
- Assist with requests from the Board. Most come through the Executive Director.
- Learn basic information about the Lewis and Clark Expedition.
- Perform similar admin and membership services as requested by the Executive Director and Board.

Qualities we are looking for:

- Outgoing personality
- Ability to work with people of all ages, backgrounds, ethnicities, etc.
- Willing to work in an office environment
- Willing to learn new skills

Requirements for this position:

- 20-25 hours per week
- Must have a general understanding of Microsoft Office products
- Must be willing to learn Donor Perfect Online
- GED acceptable, Associates or Bachelor Degrees preferred
- 2 years administrative and/or membership experience

Application Packet:

1. Resume
2. Letter of Interest
3. 3 References – Name, Business, Years Known, Contact Information