

Position: Part-Time Membership Clerk  
Pay Grade: Level 5  
Reports To: Business Director, Eastside YMCA

The ESY seeks a part-time Membership Coordinator who is committed to listening, building relationships and serving health seekers.

This front line position is responsible for the operations of membership engagement, relationship building and can coordinate day to day operations. The candidate must be able to establish and maintain a comprehensive membership engagement program whose purpose is to increase new members and retention rates.

Job Responsibilities:

- Over see financial assistance process.
- Maintain and update membership files and paperwork
- Ability to develop annual marketing and promotion plans that encompass the full membership experience.
- Attend monthly membership retention meetings
- Carry out the implementation of membership promotions and specials
- Builds and maintains support of several community partners, including schools, corporations and small businesses.
- Answering phones, wait on customers, give tours, along with other front desk responsibilities.
- Any other job duties as deemed necessary.

Job Qualifications:

- Must be able to handle confidential financial information with discretion.
- Experienced in the field of customer relationships and marketing.
- Experience with data management
- Strong verbal and written communication skills
- Self motivated, hard working energetic personality
- Passion for the YMCA mission and the concept of Team
- Has understanding and appreciation for diversity in dealing with members

Hours 3 pm – 8 pm weekdays, including some weekends. Some flexibility required.

Please send applications to Eastside YMCA, Attn: Missy Kelley

No phone calls please.

Deadline for applications is December 27<sup>th</sup>.