## Membership Assistant

## Membership Department

## Description of Duties

- Work directly with American Legion / Sons of the American Legion
   (Detachment) officers and members
- Backup to Lead Membership Secretary
- Processing membership cards using data entry
- Maintenance of membership records in database
- Prepare transmittal of membership cards to be sent to National HQ
- Preparation of monthly membership reports
- Preparation of SAL mailings when needed
- Assist members with membership questions and requests via phone, mail, e-mail and in person
- Balance membership accounts with Receptionist and Finance Secretary
- Filing
- Assists with phone answering
- Other duties as assigned
- Must be familiar with Microsoft Word and Excel

## American Legion Department of Illinois Employment Application

<ul> <li>✓ Please complete this application by typing or printing</li> <li>✓ We are an equal opportunity employer. We do not disc</li> </ul>				
marital status, or disability.				
✓ Do you need an accommodation to participate in the approximately provided to the property of the provided to the provide	oplication or interview process?	] Yes 🗌 No		
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ADDITIONAL INFORMATION TH	HAT COULD HELP YOU QUALI	FY FOR THIS POSITION		
Volunteer Work				
Licenses, Certificates, spec	ial skills, etc.			
LIST REFERENCES (preferab	ly persons who know abou	t your work/training)		
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The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? 

No

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.