

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

