



February 2022

Membership Coordinator

The Antique and Classic Boat Society, headquartered in Clayton, New York, seeks an enthusiastic, organized, customer service-minded person for the position of Membership Coordinator. This position reports to the Executive Director and helps with all essential functions of the society, but specifically is tasked with maintaining the society's membership records. The Membership Coordinator interacts with the society's members and general public on a daily basis and needs to greet and assist all constituents in a friendly, professional manner. S/he must be a quick thinker with good problem-solving skills, sound computer experience, and an acute attention to detail.

Responsibilities include, but are not limited to:

- Maintain accurate, up-to-date membership and donor records within the society's database
- Prepare general correspondence and all membership mailings including renewal reminders and receipts
- Respond to all communications from members, as well as general inquiry calls and emails
- Process all membership payments
- Prepare monthly membership reports for Chapter Officers and the Membership Committee
- Track monthly renewals and conduct outreach to lapsed members
- Regularly update ACBS's website, and assist with social media outreach
- Regular office and clerical duties
- Assist with Annual Meeting and Boat Show, and other regional events
- Provide support to Executive Director and the Board of Trustees as requested

The ideal candidate will have previous experience in a related non-profit, retail, or administrative assistant position. This position is part-time year-round, 20-25 hours per week, Monday-Friday in the Clayton office. Some limited evening or weekend events. This is a non-exempt position, \$17-19 per hour. Applicants should submit a cover letter, resume, and three professional references by email to lora@acbs.org.

No phone calls please. While we would like to personally thank everyone who submits an application, we will only contact those candidates who are selected to interview. ACBS is an Equal Opportunity Employer. Applications will be accepted until the position is filled.

ABOUT ACBS

Founded in 1975, ACBS is a membership-based association dedicated to connecting people who love and enjoy classic boats with events, information, expertise, and other people who share the passion. We serve our members and chapters, internationally, by providing information, education, and resources designed to promote, sustain, and grow the hobby, professions, community, and lifestyle surrounding the safe enjoyment of classic boats and boating. For more information about ACBS, visit our website at www.acbs.org.