



Member Services Assistant Job Description

Position: Part-time Member Services Assistant

Staff Contact: Kim Dowell, Controller

Hours: Part-time; 20-24 hours per week

Compensation: Hourly pay rate

Skills Needed: Qualified candidates should possess excellent communication and customer service skills, computer skills, able to multi-task with many interruptions, and be organized and detail oriented. Must be proficient in Microsoft Office suite and should have internet and web-site experience.

Application Instructions: Submit resume to kdowell@clpoc.org with Member Services Assistant Resume as the subject line. Interested applicants may also mail resumes to the address listed below with attention to Kim Dowell, Controller.