



## Membership Assistant

Smoky Hills PBS is seeking a Membership Assistant to add to our team. The Membership Assistant will assist in recruiting, cultivating, and retaining members. This position will be a full-time position. Benefits include paid health and dental insurance, retirement plan, paid time off, and paid holidays.

### **Duties will include, but are not limited to:**

- Processing membership payments
- \* Coordinating bulk membership mailings
- \* Ordering and mailing of member premium gifts
- \* Entering member data into software
- \* Provide quality customer support to members and potential members by responding to questions, comments or concerns

### **Experience/Qualifications:**

- Proven history of excellent attention to detail and ability to multitask
- Strong organizational skills with follow through abilities
- Able to work independently on assigned tasks as well as to accept direction on given assignments
- Computer knowledge and skills
- Must be reliable

### **To Apply:**

Please email a cover letter and resume to [hr@shptv.org](mailto:hr@shptv.org). Position open until filled. EEO employer.