

The Michigan Nature Association, a statewide land conservation organization headquartered in Okemos, Michigan, is seeking exceptional candidates for our Member Services Coordinator position. The Member Services Coordinator will work with staff and volunteers to fulfill all the administrative functions of the association.

Responsibilities:

- Extensive filing and categorical sorting of organizational materials such as financial statements, historical archives and correspondence
- Proofing, printing and preparing large mailings to members
- Processing membership renewals, other contributions and donor acknowledgements
- Ordering and stocking supplies for multiple program areas
- Updating computerized database system with new information
- Preparing materials for meetings including copying, collating and binding
- Updating organizational event calendars, processing attendance responses and assisting staff in preparing for multiple events
- Assisting staff with miscellaneous administrative functions such as scanning, labeling etc.

Minimum Qualifications:

- Excellent written and oral communication skills
- Demonstrated success in organizational and administrative competency areas
- Detail oriented, problem solver with high degree of accuracy
- 1+ year experience in an administrative role
- Proficiency in with Word, Excel, Access, PowerPoint
- Experience with all standard office equipment including printers, copiers, binders etc.
- High School Diploma required, 2 or 4 year degree preferred

This is a part-time/hourly position, roughly 20 hours per week with variable shifts during normal office hours and a starting wage of \$13.00 per/hour. Position may transition into full-time in the future.

To Apply:

Resumes accepted until position is filled.

Please send a cover letter, resume and references via e-mail to Paul Steiner, Operations Director, at psteiner@michigannature.org.

The Michigan Nature Association was established in 1952 as Michigan's first land conservancy group. The Association protects over 13,000 acres in 58 counties on 180 nature sanctuaries. For more information about the Michigan Nature Association, visit: www.michigannature.org.

The Michigan Nature Association is an equal opportunity employer committed to workplace diversity.