



## **Position Announcement: Membership Assistant (Work Study)**

Conservation Northwest has been protecting, connecting, and restoring wild lands and wildlife in the Pacific Northwest for over 26 years. Over 10,000 members and supporters provide financial support and activism to make our work a success. We are currently accepting applications for a Membership Assistant position to support fundraising work with our members and be part of a talented team that keeps the Northwest wild.

### **Description**

The Membership Assistant, a work-study position, acts as an integral part of Conservation Northwest's Development team to win enduring support from our members essential to the success of our environmental conservation programs. The Membership Assistant supports fundraising event logistics and promotion, performs donor prospect research and general administrative duties, and assists with appeals and donation processing.

### **Job Responsibilities**

1. Process donations and thank donors, including database entry and report generation
2. Support major donor event activities including invitation, registration, and event logistics
3. Process and mail merchandise orders
4. Perform Major Donor research
5. Other duties as assigned

### **Qualifications**

Outstanding written and spoken communication, interpersonal and organizational skills. Excellent attention to detail; ability to deliver accuracy in data entry. Ability to successfully work as team member, multi-task, and work independently. Computer literacy. Interest in small office administration, fund development work, or environmental conservation. Eligibility for Washington State Work Study Program through Seattle Pacific University or other eligible Seattle-area higher education institution.

### **Hours and Compensation**

#### **Compensation**

Twelve dollars per hour to start.

Generous medical insurance, holiday, vacation and leave benefits. SIMPLE IRA retirement plan.

**Position Type:** Work-study position, part time. Occasional weekend or evening work.

**Location:** Seattle, WA

**Application Closing Date:** Position open until filled

### **To Apply**

Send full cover letter expressing your interest and qualifications, along with resume, to [jobs@conservationnw.org](mailto:jobs@conservationnw.org).