

Part-Time Membership Specialist Job Description

Classification: Non-Exempt

Reports to: Director of Field Services/COO

POSITION OVERVIEW:

Membership specialist position will assist with internal and external customer service. This will be a temporary position thru October 31 that we are wanting to fill immediately. Schedule will be flexible and hours may vary based on the week and workload (estimated 10 to 20 hrs. a week at \$15 an hour). Position will require office work (12001 Sycamore Station Place, Louisville, KY) and some travel.

POSITION RESPONSIBILITIES

- BeAScout.org management:
 - Direct customer service (email & phone) as it relates to leads from interested parents.
 - Communicating with unit leaders through email and phone assuring that interested parents are connected to the programs of their interest.
 - Onboarding, registering, and closing out of all leads on behalf of the council.
- Cub Scout Recruitment Meeting Promotions:
 - Manage and execute all Geofencing promotions for upcoming recruitment events/meetings through social media.
 - Assist with fall recruitment collateral materials production and execution.

POSITION QUALIFICATIONS

- Must be 18 and a High School Graduate.
- Must have experience using and working with Microsoft Office (excel & word).
- Must have ability to communicate effectively and professionally through email, phone, and in-person meetings.
- Must have computer knowledge as it relates to navigating various sites and possess a learning agility for new computer programs.
- Must have Scouting experience and be knowledge of the Scouting program(s).
- Familiarity with making website updates or design a plus.

ACCOUNTABILITY

- Performance reviews