

American Philatelic Society Job Announcement

Position: Office Assistant
Reports to: Manager of Membership Administration
Starting Salary: \$11.00 - \$12.00 an hour depending on qualifications
Available: January 15, 2018
Work Hours: Monday through Friday, 11 am to 3:00 pm
Work Location: American Philatelic Center, Bellefonte, PA

The American Philatelic Society is the nation's largest member organization for stamp collectors with more than 29,000 members around the globe. You will be working in the historic Match Factory in Bellefonte. Our headquarters has rental space available for public events, a large public library, and a post office. We receive visitors from all over the world to take tours, purchase stamps, and use our many services. At the APS, our members come first and this position plays a critical role in making this happen. We are looking to bring in someone who likes to work with people and wants an opportunity to grow with our team.

Responsibilities:

Process Awards

- 25 & 50 year members
- Certificate of Award for Best Exhibit
- Sparkplug Award
- Carter Award – making sure certificates and pins are awarded

Competitions

- Chapter Newsletter Competition
- Chapter Website Competition

Mailings

- Process first follow-up prospect mailing every 8-10 weeks
- Process second follow-up prospect mailing annually
- Prepare new member packets monthly
- Affix donated postage to envelopes

Membership Team Assistance

- Cover front desk, including answering telephone, when our Membership Assistant is away from her desk
- Assist in our mail room with the processing of incoming and outgoing mail
- Fulfill publication and specialty item orders and prepare for mailing
- Recruiting projects, particularly membership verifications
- Assist customers in our contract postal unit
- Provide tours of the American Philatelic Center

Requirements:

- High School Diploma.
- Believes in excellent customer service and teamwork.
- Experience with Microsoft Office, specifically word processing, spreadsheet, database.
- Fast and accurate typing and data entry.
- Manage multiple tasks at the same time.
- Able to stand for prolonged periods and lift to 20 lbs.
- Can stay focused on repetitive tasks.

For guaranteed consideration applications must be received by January 5, 2018.
Send resume and cover letter to Judy Johnson, judy@stamps.org, 814-933-3803 x 210.