

**Administrative Assistant for National Philatelic Organizations**  
Part-Time Position, 20 Hours/Week

**Needed:** An individual interested in a long term part-time position. Flexible schedule but work must be performed between 8 am and 4:30 pm, Monday through Friday.

Working at the American Philatelic Center in Bellefonte, Pennsylvania, the individual will provide primary support for the Society of Israel Philatelists (SIP), a national affiliate of the American Philatelic Society (APS) with about 500 members. The individual will also provide support to the APS as available to support other chapter and affiliate activity.

**Job Responsibilities:**

- Maintain SIP files and records, including member database
- Process member applications and renewals, including mailing of new member resource kits
- Formatting and electronic distribution of bimonthly newsletter
- Acknowledge donations
- Fulfill book orders
- Support the Annual Convention to include logistics, shipping of materials, and staffing of Society booth (requiring travel)
- Assist webmaster with content entry, management and maintenance of website
- Support treasurer with financial reports
- Provide Board support, including preparation of agendas and distribution of materials
- Provide new member information and other information for *Israel Philatelist* publication
- Attend teleconference and webinar meetings with board and officers
- Daily correspondence by phone, letter and e-mail

**Required Skills:**

- High school diploma, additional education/training preferred
- Excellent customer service
- Moderate computer skills (word processing, spreadsheet, database, and internet)
- Strong multi-tasking
- Self-direction and flexibility

Please submit a resume and cover letter explaining why you are interested and qualified for the position to [kpmartin@stamps.org](mailto:kpmartin@stamps.org) or American Philatelic Society, SIP Position, 100 Match Factory Place, Bellefonte, PA 16823. Position available immediately. Applications will be considered until the position is filled. The APS will screen applicants with the SIP making the final selection. Questions may be addressed to the above e-mail or 814-933-3817.

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