

## Membership Administrator - Southern Garden History Society

The Southern Garden History Society (SGHS) is a 600-member non-profit organization of professionals and enthusiasts. We encourage the preservation and restoration of historic gardens, cultural landscapes, and horticultural history across the Southern U.S. through educational programs (annual and regional meetings) and publications (the quarterly journal, *Magnolia*).

SGHS seeks a part-time Administrator who will be responsible for working directly with the Executive Committee and Board of Directors to accomplish the goals of the society. As an independent contractor, the Administrator has the following duties:

- Membership administration
  - Coordinating the annual membership renewal campaign with the president and membership committee chairman
  - Maintaining the membership database in Microsoft Access
  - Processing all dues payments promptly, sending acknowledgments to members
  - Maintaining the email database in MailChimp
- Communication
  - Responding promptly to inquiries from members and the general public (phone, email, website form)
  - Providing regular membership reports to the board of directors
  - Maintaining regular communication with president, treasurer, secretary, and annual meeting chair
  - Supplying an updated mailing list for membership renewal mailings, annual meeting mailings, regional meetings, and for each issue of *Magnolia*
  - Managing the inventory of membership brochures

The Administrator must have the following skills:

- Technical
  - Microsoft Access, Excel and Word
  - Basic bookkeeping skills
  - Quicken or Quickbooks
  - Google Drive (Docs, Sheets and Forms)
  - Dropbox
  - PayPal
  - MailChimp
- Communication
  - Professional phone manner
  - Customer service orientation
- Personal
  - Detail oriented and highly organized
  - Self-starter; takes initiative

There is no physical office for SGHS. The post office box and telephone will be moved to the city where the new Administrator resides, which should be in the Southeastern U.S. The Administrator will need to utilize his/her own computer, software and printer.

To Apply: Send a resume and brief cover letter by May 1, 2019 to: [sghistorysociety@gmail.com](mailto:sghistorysociety@gmail.com)