

JOB OPENING

POSITION: Membership Specialist

The Association of Christian Librarians (ACL) is hiring a part-time staff position for 15 hours per week to assist with the daily operations of the Association. This position covers a variety of tasks including membership management, general office, and conference support responsibilities. This is a 12-month position.

REQUIREMENTS

- Intermediate computer knowledge including Microsoft Office Suite/ Google Workspace
- Good communicator
- Able to lift 30 lbs
- Hard worker/ team player
- People skills
- Detail oriented
- Organized
- Willing to learn

PREFERRED EXPERIENCE

- Previous office/ business employment
- Customer service experience
- CRM software and database

ADDITIONAL INFO

As a way of introducing you to ACL, please visit our website at www.acl.org.

Regular work shifts will be scheduled but flexibility is appreciated to accommodate work flow. This position requires self-motivation and the ability to work independently. References will be requested.

The candidate for this position must support the Association's mission and testify to faith in Christ. Please review this statement on our website at <http://www.acl.org/index.cfm/about-acl/>.

The office is located at 17 S. Main Street, Cedarville, OH. Send resumes to Janelle Mazelin, ACL Executive Director, at mazelinj@acl.org. Interviews will begin immediately.