

January 14, 2021

Position Description: Membership Coordinator

Duties and Responsibilities:

- Coordinate member school information for around 400+ members and affiliates.
- Provide customer service by telephone and email.
- Manage membership recruitment and renewals.
- Provide general office support to the Director of Accreditation.
- Provide accreditation and project support to the Director of Accreditation.
- Work with bookkeeper to manage invoices, bills, receipts and other accounting responsibilities.
- Govern, manage, and improve content on the Member Resource Center.
- Conference support including attendee registration, vendor registration, general questions about the conference, shipping, security personnel, speaker registration, and other assigned areas.
- Assistance with school accreditation procedures and answer basic questions about the accreditation process.

Qualifications:

Required

- Must be a committed Christian in agreement with the ACCS statement of faith.
- Familiarity with classical Christian education.
- Strong professional communication abilities, orally and written.
- Must be detail-oriented, organized, and able to multi-task.
- Typing and computer strength with Mac environment using a variety of software applications including Microsoft Office suite (Excel and Word).
- Self-motivated and comfortable with a quiet workplace.
- Ability to travel.

Preferred

- Teaching background in a classical Christian school.
- Strong data management background, including with Excel.
- Knowledge of FileMaker and/or Word Press.
- Moderate graphic design ability.

An Older Way, A Christian Way, A Better Way

ASSOCIATION OF
CLASSICAL  CHRISTIAN
SCHOOLS

Details:

- Compensation: Depending on experience
- Hours: Full time, 30-40 hours per week, standard business hours (8am-4pm)
- Location: Moscow, ID
- Start Date: Position would begin in February for limited hours, working with the interim office manager. It would become full time in May.

Please send your resume and cover letter to Tom Spencer at tspencer@accsedu.org.

Questions about the position may be sent to Allegra Gollehon at agollehon@accsedu.org.