

**Arizona Zoological Society  
The Phoenix Zoo  
Volunteer Position**

**Job Title:** Member Services Administrative Assistant

**Department:** Member Services

**Supervisor:** Membership Manager

**Shifts Needed:** Tuesday and Thursday afternoons

**General Statement:** The Administrative Assistant will support the member services team during a very high volume time by completing a variety of necessary clerical tasks. This support is critical to helping the team recruit new members and provide proper service to existing members.

**Essential Duties:**

A volunteer in this position will complete various clerical tasks including:

1. Prepare and stuff membership card fulfillment packets.
2. Assist with general data entry projects.
3. Fold and mail acknowledgement letters.
4. Assemble and mail pet memorial certificates.
5. Scan exception forms into Raiser's Edge

**Qualifications:**

1. Comfortable with computers and Microsoft Windows programs
2. Ability to pay attention to details.
3. Able to commit to at least one four hour shift per week through the end of April, 2011..