

- **Title:** Membership and Administrative Coordinator
- **Part-time (up to 10-20 hours/week)**
- **Compensation: \$20/hr**
- **Duration:** Initial 12-month period with potential to be a permanent position
- **Location:** Remote with the ability to travel if need be

To apply, please email a resume and cover letter to info@winstonchurchill.org. Although we appreciate your application, only those invited to the interview process will receive a response.

The application deadline is December 31, 2020, by 5:00pm EST.

The International Churchill Society is seeking a part-time Membership and Administrative Coordinator. The Membership and Administrative Coordinator will report directly to the Executive Director (US). This position is initially funded for 12 months with the potential to be converted into a permanent position. The qualified candidate can expect to work between 10 and 20 hours each week.

The International Churchill Society is a 501(c)3 non-profit organization that exists to foster and support interest in the life, times, and legacy of Winston Churchill; ensuring that his history and heritage survive to inform and educate future generations, while using his memory to inspire the leaders of tomorrow. Headquartered in Washington D.C. at the National Churchill Leadership Center at George Washington University, the Society also has a sister charity in the United Kingdom. It also shares its mission and activities with America's National Churchill Museum at Westminster College in Fulton, MO. The Society is truly a global organization with staff located in the United States, United Kingdom, and Australia. This position regularly coordinates with members of the international staff and will need to possess the skills to effectively work within this remote environment.

The Society has over 3,000 members worldwide with chapters on four continents. The Society hosts numerous events each year, including an annual International Churchill Conference. It provides research and other support to authors, funds student fellowships, and much more in the pursuit of promoting the legacy of Winston Churchill and the study of history in general. We are seeking a partner to join the staff to assist with the operating functions of the organization, with both internal and external responsibilities. This person needs to believe in the Society's mission and have a high standard of customer service to be successful.

Qualifications:

Bachelor's degree required. The qualified candidate should be an experienced professional who is an expert in Gmail, Microsoft Office (specifically Word and Excel), and data entry. The qualified candidate should have a strong knowledge of WordPress and be familiar with non-profit accounting practices. This person should be a self-starter who does not need daily oversight to complete the work, possess a professional demeanor, be able to work well in a team environment with colleagues across the globe, and demonstrate exemplary customer service.

Responsibilities include but are not limited to:

- Maintain, update, and enhance the Society's membership database and to assist the US and UK Executive Directors in membership record keeping
- Assist in the preparation and execution of monthly membership renewals
- Oversee the integration of the UK membership database into one, US-based database, with the aim to provide clear and simple access for ICS officers globally
- Prepare mailing lists for each issue of the Society's quarterly magazine, *Finest Hour*
- Provide regular updates and reports on membership status, to explore how the Society's systems can be improved and utilized to retain existing members and acquire new members
- Field and respond to email and telephone inquiries from members and other parties
- Provide support to the US and UK Executive Directors in organizing regular events run by the Society; assist in the delivery of core programs, working with the officers and committee members of ICS
- Act as a point of wider contact internally for the Society
- Attend and provide minutes of key meetings (board meetings, committee meetings, etc.)
- Assist with reconciliation of expenses and processing inbound and outbound invoices
- Assist with the planning of, and occasionally attend, Society events