



The
Boleskine House
FOUNDATION

Membership Secretary

The Boleskine House Foundation SCIO is looking for a skilled administrative assistant to help manage our membership programme. Familiarity with Google, Wordpress, PayPal, Stripe, and Mailchimp platforms is a plus. We are looking for a commitment of 3-5 hours per week.

Job Specifications: Process emails from subscribing members of Friends of Boleskine House, Conduct research on technical problems concerning membership in Wordpress, Paypal, Stripe and Woocommerce and communicate issues and resolutions to payees. Generate seasonal to bi-annual manifests of membership for the distribution of promotional materials. Coordinate with the Chief Marketing Officer and the board of trustees to generate monthly newsletter mail outs. Maintain positive relationships with members and engage in outreach initiatives.

Eligible candidates must be prepared to comply with all policies and procedures of The Boleskine House Foundation and agree to terms of volunteer appointments, including agreements to code of conduct and non-disclosure agreements.