



THE ARMY AND NAVY CLUB
ON FARRAGUT SQUARE

The Army and Navy Club is a private, not-for-profit, Five Star Platinum Club in the heart of Washington, DC. Our membership is comprised of active and retired military officers from all branches of our Armed Forces, along with civilian members.

Classification: Full-Time | **FLSA Status:** Exempt | **Department:** Membership

STATEMENT OF EXPECTATIONS

The Membership Department is seeking a **Membership Coordinator** to support the Membership, Marketing and Special Events Department, as well as the General Manager and Board Executives. The Army and Navy Club is seen as a home away from home for its 5800 members. The ideal candidate for this position will be able to make all who walk through the doors feel welcome and be willing to go above and beyond for our members.

This position will report to the Director of Membership, Marketing and Communications. Candidates should possess an acute attention to detail, have the ability to stay organized, and above all have a warm and engaging personality as (s)he will be the first point of contact for members entering the administrative offices.

Primary duties and responsibilities:

- Maintain membership database: enter new members, update addresses, etc.
- Prepare letters of introduction and other correspondence on members' behalves
- File and scan membership documents
- Prepare Committee and Board of Governors binders
- Assist at New Member Orientations and occasional events
- Order office supplies
- Maintain supply of membership and marketing collateral
- Assist with social media strategy and postings (Facebook, Instagram, LinkedIn)
- Coordinate planning of employee outings

Qualifications:

- Is friendly, approachable, enthusiastic with a professional appearance.
- Outstanding written and verbal communications skills are a must
- Self-motivated, creative, flexible and thrives on building relationships
- Team player with outgoing personality and a good sense of humor
- 4-year degree from accredited university

We offer a very competitive salary and generous bonus structure in addition to an excellent benefits package. Complimentary employee meals, auto allowance and parking are provided.

The Army and Navy Club
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Equal Opportunity Employer | Drug-Free | Criminal Background Checks will be conducted