



**Job Description**  
**Associate Staff-Clerical**  
**Part-time Position**  
**Membership**

To perform this job successfully, an individual must be able to demonstrate the ability to prioritize projects and tasks, learn established processes and procedures, work in a team environment independent of constant direct supervision, and maintain regular, dependable, and on time attendance.

**POSITION SUMMARY & ACTIVITIES**

Utilize a database management system to enter and maintain membership records; collect, allocate and balance dues; record and maintain member and leadership information in online database; prepare standard and custom membership reports; provide membership department related support to affiliates; perform general clerical duties including mail merges, spreadsheets, and meeting preparation; required to have an overall working knowledge of all membership department functions to back up other staff and to facilitate excellent service for our members and affiliates; other duties as assigned. This position reports to the Director of Finance.

**Minimum Qualification:**

High school diploma or equivalent plus three to five years recent experience performing similar duties; experience performing general accounting duties; competencies in spelling, grammar, punctuation and formatting; proficient in the use of business applications including creating spreadsheets; strong interpersonal skills; ability to work independent of direct supervision and in a team environment; manage multiple projects simultaneously, function well under pressure and meet deadlines; participate in office-wide projects as requested.

**Salary and Fringe Benefits:**

Full-time: In accordance with the Louisiana Association State Staff Organization (LASSO) Agreement

Part-time: Starting salary will be commensurate with training and experience

Individuals interested in this opportunity are to submit a letter of interest, resume and two letters of professional references electronically to:

LAE Human Resources  
Mindy Bartholomew Smith  
[mbsmith@lae.org](mailto:mbsmith@lae.org)

