

**eliminating racism
empowering women**
ywca

Central Massachusetts

Position:	Membership Clerk
Accountability:	Member Sales and Service Coordinator
Hours of Work:	Monday, Tuesday and Thursday, 5:00pm-7:00pm, Wednesday 3:00pm- 7:00pm, and Saturday 10:00 am – 12:00 pm
Location:	Worcester
CORI Required:	No

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

- Provide coverage of the sales desk, give program and membership information, conduct tours, assist customers, participants and the public, close sales, register program participants, process contracts and maintain appropriate paperwork/records.
- Assist with ongoing and special projects including internal promotions, maintaining displays and kiosks, inputting information into database, monitoring locker rentals, monitoring renewals, new memberships, promotional programs etc.
- Assist with front desk operations as needed and requested.
- Perform other duties as requested.

Qualifications:

Demonstrated skills in sales/customer service; computer knowledge and experience preferred; ability to relate with people of diverse attitudes and interests.

How to apply:

If you are interested in applying please send resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.