

Mail Coordinator

Job Description

The Mail Coordinator checks our mailbox at the Empire Post Office every week or two. This has to be done more frequently for a month after a solicitation appeal letter has been sent out. The Mail Coordinator will distribute mail to appropriate staff or board members and scans and e-mails checks and contact information to the bookkeeper and Membership Coordinator and deposits checks in the Friends bank account.

The duties of the Mail Coordinator include:

- Collects and distributes of mail from the Friends post office box
- Makes copies of all checks received along with contact data. This information is scanned and e-mailed to the bookkeeper and membership coordinator.
- Deposits checks in the Friends bank account

Required Experience

Able to scan documents and e-mail them to other staff members

Required Training

- Processes used to collect the mail, document items received, and distribute items to appropriate staff members. Training will be provided by the Friends.

Time Commitment

1 to 2 hours per week