

## **Mail Coordinator**

### **Job Description**

The Mail Coordinator checks our Post Office Box 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 distributes mail to appropriate staff or board members and deposits checks in the Friends bank account.

The duties of the Mail Coordinator include:

- Collect mail from the Friends post office box and distribute to board members and staff.
- Make copies of checks received along with contact data. This information is scanned and e-mailed to the bookkeeper and membership coordinator.
- Deposit checks in the Friends bank account.

### **Required Experience**

- Ability to scan or photograph 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