

## **Membership Sales Associate**

### **Major Responsibilities Include:**

The Member and Guest Services department is responsible for providing information to prospective members and enrolling new members. The department also assists current members with changes to their membership status, purchasing services, and keeping accounts current. Membership Sales Associate staff will help plan and staff open houses, member engagement events and community events to promote the Center. They will also support the front desk as required. As front-line staff Membership Sales Associate employees must provide superior customer service and work to create a welcoming community environment for members and guests.

### **Qualifications include:**

Applicants must be dependable, punctual, organized, friendly and able to communicate effectively with members in person as well as by phone and email. Applicants must be proficient with Microsoft Office. Experience with a database is a plus. Applicants should have at least one year of customer service or sales experience. College Degree preferred.

### **Benefits Include:**

Full-time positions include health care benefits. Part-time positions include free membership to our on-site fitness Center, indoor and outdoor pools and employee discounts. We are conveniently located near two Metro Red Line stations and have free on-site parking.

**E-mail résumé, cover letter and salary requirements to [jobs@jccgw.org](mailto:jobs@jccgw.org)**