



WE ARE HIRING!

Membership Assistant

The Islamic Society of Greater Houston (ISGH), an Islamic faith based 501(c)(3) organization operating 22 masajid in the Houston area, has an immediate opening for a Membership Assistant in the ISGH central office located at 3110 Eastside Street, here in Houston.

- **Job Title:** Membership Assistant
- **Employment Type:** Part-Time Hourly Contract (20 hours per week)
- **Effective:** Immediate

Minimum Education, Experience or Qualification

- Two years' experience and proficiency in database management, client relations (CRM) or association management (AMS) software
- Bachelor's, Associate Degree or Certification in applicable fields of study: Business Administration, MIS or Membership professional
- Excellent customer service and communication skills
- Proficient in Google Workspace
- Excellent written and verbal communication skills

Essential Responsibilities

- Must be able to navigate inhouse databases and software.
- Assist Membership Specialist with data management, data entry and data analytics becoming proficient with membership software
- Assist is Islamic Center, Zone and City member analytics
- Assist in member communication responding to membership questions and proactive calls
- Travel to Islamic Centers and assist Membership Secretaries with membership growth strategies through table marketing set-up with membership information material
- Become proficient with membership policies
- Must have vehicle to travel to centers (mileage reimbursement)
- Must be flexible to work evenings and weekends due to field marketing work with Islamic Centers

Please send your resume with a cover letter to jobs@isgh.org