



PHEASANTS FOREVER AND QUAIL FOREVER
The Habitat Organization
JOB VACANCY ANNOUNCEMENT



Membership Services Associate
Seasonal Fulfillment Position

Application Deadline: Open until filled.

Anticipated Start Date: November 1, 2023

Anticipated Contract Term: February/March 2024 (TBD)

Location: 100% Onsite - PF National Office – 1783 Buerkle Circle, St Paul, MN 55110

Hours: 25-40 hours/week, with flexibility dependent on workload/volume

Overview: We are seeking an individual with the talent, passion and desire to help promote and grow the Nation's leading upland wildlife habitat conservation organization. This position will provide critical support for the organization's membership, annual giving, merchandise support, customer service and chapter relations efforts. It will provide focused fulfillment capacity to strengthen relationships, support programs and provide excellent support to our more than 400,000 members, supporters and partners.

Responsibilities:

- Coordinate outbound shipments of membership and annual giving campaign premiums.
- Manage fulfillment lists for outgoing membership orders and update our internal Customer Relationship Management database.
- Pick, pack and ship membership premium orders oftentimes with high volume daily output requirements.
- Operate various postal meters dependent on shipment carrier.
- Receive inbound shipments of membership and merchandise product.
- Assist the membership services and corporate partnership teams with tasks related to order status, shipment dates, tracking information, etc.
- Pick and pack merchandise orders (when applicable).
- Assist drivers with loading and unloading trucks (if applicable).
- Other support duties and administrative projects as assigned.

Requirements:

- High School graduate, equivalency or college degree.
- Warehouse or fulfillment experience preferred.
- Seasonal / Temporary Work with flexibility needed for hours worked.
- Ability to work in a warehouse environment.
- Ability to efficiently plan and execute daily workload.
- Ability to complete fulfillment requirements in a fast-paced environment.

- Ability to work independently.
- Ability to lift product up to 40 lbs.
- Forklift experience a plus.
- Proficiency with MS Office Suite (Word, Outlook, Excel)
- Good communication skills

Pay: Dependent upon qualifications.

To Apply: Please combine your cover letter, resume and 3 references into a single Word document or PDF file before uploading to the “Resume” area of your application on our Recruitment website at www.pheasantsforever.org/jobs . Our benefits summary is also viewable on our Recruitment website. If you have additional questions about the position, please contact Brian Essling, Director of Membership Services, at bessling@pheasantsforever.org .

Pheasants Forever, Inc and Quail Forever is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.