

US Lacrosse, the Baltimore-based national governing body of lacrosse, with over 300,000 members nationwide, is searching for a **Group Processing Associate**, full-time.

We offer great benefits, including 100% employer paid medical, dental, life and long-term disability.

About US Lacrosse

US Lacrosse provides a leadership role in virtually every aspect of the sport throughout the United States, and offers numerous programs and services to its national membership and more than one million lacrosse enthusiasts throughout the country.

US Lacrosse policy is determined by a national board of directors, the officers of which meet monthly to monitor the progress of the corporation. Men's and women's divisions under the board address issues specific to the play of each version of the game; councils within and/or between each division represent each constituency of the game; and committees throughout the organization focus on specific areas of operation.

General Description:

Under general direction, prepares and handles the processing of group memberships. Works closely with Membership marketing regarding group communications.

Specific Duties and Responsibilities:

- Coordinates group receipts
 - Reconcile newly received forms
 - Create batches for processing
 - Maintain records of group processing activity
 - Process paper and electronic memberships
 - Execute processed memberships
 - Maintain paper files of group activity
- Communication with external customers
 - Provide Program Administrator email confirmation of receipt
 - Provide invoices to Program Administrator as needed
 - Provide final review to Program Administrators after group processing
- Assist with Group Recruitment during off peak season
 - Assist with annual PA mailing
 - Assist with group web research to identify and qualify leads for the USLaxTeams.com product and group membership
 - Researches defined websites daily to locate new and existing groups for USLax Teams pitch
 - Input prospects information into Group Recruitment database
 - Researches existing USL groups to determine current website and online registration system.
- Assist with cross-training of peers
- Database corrections and clean-up on an on-going basis
- Supports and adheres to organization and departmental policies and procedures
- Completes special projects
- Performs other duties as assigned

Required Skills, Education and Experience:

- High School diploma
- Knowledge of Microsoft Office including Outlook, Word and Excel
- Strong organizational skills
- Detail oriented
- Ability to work with minimal supervision

TO APPLY:

Forward cover letter, salary requirements and resume to rmills@uslacrosse.org