Membership Support Position

The Leave No Trace Center for Outdoor Ethics protects the outdoors by teaching and inspiring people to enjoy it responsibly. The Center accomplishes this mission by delivering cutting-edge education and research to millions of people every year. Enjoy your world. Leave No Trace. Visit https://LNT.org/ to learn more.

The Leave No Trace Center for Outdoor Ethics is for all people and the Center recognizes that every person’s relationship with the outdoors and natural world is unique and personal. Guided by this foundational principle, the Center is committed to building an organization that celebrates diversity and embodies inclusivity. We strive to continually evolve as individuals, as an organization, and as an ethic that is relevant to all people that go outdoors. We endeavor to diversify our workforce and encourage and desire applicants from all backgrounds, ethnicities and lived experiences to join our team.

The Center is currently looking for an individual to help support our Membership team with data entry and fulfillment (sending thank you letters, and gifts) and other tasks as necessary. The position is part-time, approximately 10 hours per week, starting as soon as possible. Days and times are somewhat flexible but will fall within normal office hours (M-TH 9-5, Fridays 9-1). Responsibilities will adjust with experience, but will incorporate the activities and duties outlined below:

Membership Support, ~6-10 hours/week:
- Data entry of Individual gifts by check and cash into database
- Generation of all thank you letters from check, cash and credit card gifts
- Fulfillment of thank you letters with appropriate premium gift
- Database maintenance including de-duping and other periodic tasks
- Maintaining and organizing premium gift inventory

Merchandise support, ~2-3 hours/week:
- As time permits, helping with educational toolkit assembly

Compensation: $12.00 per hour, paid bi-monthly on the 15th and last day of the month.

Application Process and Timelines: Please send us an email to jobs@LNT.org with the position title in the subject line. In your email, tell us why you would be great for this position, and detail any relevant or similar experience you have had. Minimum qualifications include being detail oriented, organized, and experienced with computers and diverse software platforms.

We will be interviewing top candidates as resumes are received and are looking to hire quickly. As such, please tell us when you would be available to start in your letter. We, of course, will be flexible for the right candidate!

All employment decisions at Leave No Trace Center for Outdoor Ethics are based on business needs, job requirement and individual qualifications, without regard to race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.