



ZONTA INTERNATIONAL Membership Database Associate

Are you seeking an entry level position in an association management or with a non-profit organization?

Zonta International seeks a permanent Membership Associate who shares our passion for making the world a better place for women and girls.

Who you are:

You are fascinated by new people and care about the rights of women. You are willing to train and learn databases, support customer service, complete general office administration and enjoy that every workday is not the same.

What you will focus on:

You will work in collaboration with internal colleagues to support the membership records and provide support to our global membership. Core duties:

- Serve as primary customer service representative managing the department email box, supporting inquiries, investigating questions and answering the phone line.
- Maintain database records and digital files ensuring accuracy and data integrity.
- Create and edit letters, certificates, and forms.
- Support the 'member only' section of Zonta.org and the mobile application.
- Execute processes around membership recognition and awards

What you will bring:

- A readiness to work in an international organization.
- A collaborative spirit and respect for diverse cultures, nationalities, and perspectives.
- Professional knowledge acquired through completion of an associate degree or higher, or commensurate job experience.
- Demonstrated database skills, work in a non-profit or membership organization is a plus.
- Excellent administrative and organizational skills with proven attention to detail with proficiency in written and verbal communications.
- Competency in Microsoft Office Suite (Teams, Outlook, Word, Excel, and PowerPoint).
- Ability to maintain a high-level of confidentiality.
- Ability to meet physical requirements of office work including lifting up to 25 lbs, operating office equipment, filing, etc.
- Knowledge of a second language is a plus.

What we offer:

Ability to establish a personal core work schedule with start time between 7:00 am and 9:00 am.

Overtime often required and compensated for during peak periods of annual dues renewal (June – first week July).

Paid time off and holiday pay.

Generous health insurance benefits, 401K, and life and disability insurance.

A convenient office location adjacent to the Oak Brook Center Mall, with covered parking and easy access to expressways.

Note: Currently in-offices hours for staff are two days a week (Tuesday, Wednesday) and as required for training and meetings. This position is eligible for telecommuting up to three days a week once fully trained.



If you are interested in gaining experience in a position where your work makes a difference and you have the opportunity to meet people from around the world, we would love to hear from you. To express interest, please submit a cover letter and resume to: jobs@zonta.org.

Zonta International is an Equal Opportunity Employer. An official job description will be provided to candidates prior to an interview. This position requires a background check as part of the final consideration process. Visit www.zonta.org to learn more about our organization.

Zonta International's commitment to diversity, equity and inclusion

Since 1919, Zonta has been working to create a more equitable future for women and girls. We believe that fostering a diverse and inclusive global community is a powerful platform to bring about the social change needed to make our vision for gender equality a reality. As a global organization, Zonta International values the contributions of members of all backgrounds, regardless of age, ethnicity, race, color, ability, religion, socio-economic status, culture, sexual orientation or gender identity. We believe that a diverse community of members is essential to our ability to achieve our mission to create a more equitable future.

We strive to be an organization where everyone feels empowered to be their full authentic selves. We celebrate multiple approaches and points of view and know that different ideas, perspectives and backgrounds create a stronger and more creative environment to better serve our members and achieve our mission for gender equality. We welcome differences and strive to ensure that all voices are valued and heard. While we have more work to do, we are committed to the values of diversity and inclusion across all Zonta International activities and initiatives.