



THE BOOK CLUB OF CALIFORNIA

312 Sutter Street, Suite 500
San Francisco, CA 94108-4320

Membership & Operations Volunteer

The Book Club of California is a nonprofit cultural center, publisher, and library dedicated to supporting and preserving the book arts, as well as the history and literature of the West. Our membership is made up of a diverse and vital community united by a love of fine books and the marriage of content and craft. BCC members include printers, binders, typographers, historians, librarians, curators, collectors, readers, scholars, and people who simply love books. They hail from all over the world, representing 38 states and 8 countries. The Book Club seeks an amiable, focused, and professional Membership & Operations Volunteer to support the club's membership activities and day-to-day operations through assistance with administrative tasks and member-oriented projects. This volunteer will report to the Membership & Operations Director.

RESPONSIBILITIES

Membership & Outreach Services

- Prepare and send new member packages and acknowledgement letters
- Prepare and send new member check-in letters
- Assist with preparations of membership materials (brochures, renewal letters, statements, acknowledgement letters) for annual renewal campaign
- Update email database by adding new member emails and removing lapsed members from mailing lists
- If available, support Membership & Operations Director at member parties
- If available, assist Membership & Operations Director in representing the BCC at local antiquarian & book arts fair

Administration & Operations

- Add new emails from guest book to MailChimp database after each club event
- Fulfill bookshop sales by packaging and shipping book/keepsake/broadside orders
- Maintain office files by ensuring proper organization and (with Membership & Operation Director's supervision) culling aging paperwork to shred or move offsite
- Manage office and hospitality supplies, including reordering when necessary
- Assist with maintaining and organizing store room and physical inventory
- Perform occasional general upkeep of club rooms

TO APPLY:

Please send the following to membership@bccbooks.org:

- Current resume
- Reference form*
- Volunteer application form*

**both forms may be found on the Book Club of California website*

We look forward to hearing from you! Thanks for your interest.

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