



# GUN OWNERS *of California*

Office: 1190 Suncast Ln, Suite 2  
El Dorado Hills, CA 95762  
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[WWW.GUNOWNERSCA.COM](http://WWW.GUNOWNERSCA.COM)

## **GOC OFFICE MANAGER RESPONSIBILITIES**

Handle all phone calls and GOC email correspondence

Manage fulfillment

Online orders: apparel, books, hats, etc

Manage Field Agent Program & Newsletter Distribution

Coordinate with agents, manage regions, and mail newsletters and materials

52 Gun Raffle

Manage ticket sales

Coordinate with ticket sellers

Process tickets

Manage winners: Fulfillment of prizes by and through Sportsman's Warehouse

Event Registration

Manage ticket sales and spreadsheet

Manage registration at event check-in and auction purchases

Thank you letters

Membership Services

Distribute member cards

General Office Management

Supply inventory and ordering

Mail

Basic Website Posting

52 Gun Winners

News articles, etc

## **QUALIFICATIONS:**

Basic knowledge of Microsoft Suite programs

Basic knowledge and understanding of Second Amendment issues a plus

Professional phone skills

Self-starter, ability to work independently a plus

Team player mentality

Location: El Dorado Hills, CA

Hours: 30-40 hrs/week

Pay: Commensurate with experience

***Please submit resume and cover letter to Julie Benson at [julie@gunownersca.com](mailto:julie@gunownersca.com).***