

Career Counselors' Consortium Northeast Membership Consultant Position Description

The Career Counselors' Consortium, Northeast (CCC) promotes the professional development of career counselors and advocates for the profession by providing an open forum for communication and training, and an opportunity to connect regionally. We achieve this by offering cutting-edge programming on relevant topics that advance learning, professional development, and best practices for career counselors and those interested in the profession.

Job Type:

Work from home! This position is a part-time, remote position. The hours are very flexible, averaging 18-25 hours a month (occasionally up to 30 hours if there is a major event or program). Quarterly attendance at the Board of Directors meetings are required (1 or 2 will be in-person in Boston, the others would be online).

Overview:

Provide administrative, communications and technical support for the Career Counselors' Consortium.

Specific tasks include:

Administrative

- Regularly attend board meetings (4 per year) and participate in important related conference calls and email communication (as needed).
- Provide general administrative and technical support to Board of Directors, committees, and staff Create membership quarterly reports.
- Assist with printing materials for Meetings and miscellaneous administrative preparation (registration list, member list, name tags, laptop).
- Assist with room booking, setup and catering requests for events.
- Maintain account login information in Google Docs and update other general resources when necessary.

Website

- Update CCC website including adding event details.
- Add member-submitted events to the event calendar.
- Manage and track membership/contact database details.

Communications

- Answer any questions submitted to CCC's contact email and confer with President, Board of Directors (BOD), Professional Development Seminar (PDS) Coordinator, or committee members as needed.
- Draft and send promotional emails. Confirm event email schedule with applicable Board of Directors. Emails types are:
 - Upcoming Events (PDSs and annual conference)
 - Member Only email blasts (Job Postings submitted by members)
 - Member Surveys
 - Conference follow-up survey
- Aggregate survey and evaluation data and send to BOD members as needed.

Financial

- Create quarterly financial memos for each BOD meeting.
- Communicate with Treasurer on regular basis to create financial reports.
- Process and track expenses.
- Responsible for managing bank account including debit card expenses.
- Track expenses in QuickBooks and submit yearly financial data to CPA by Nov 15 of each year.
- Submit MA Annual Report by Nov 1 and update List of Directors by June 30.
- Collect W-9 forms from contractors so 1099 forms can be filed by January 30.
- Ensure financial reporting is completed by end of fiscal year (June 30).
- Manage invoices and CCC credit card payments, for example:

- Catering, Contractors, meeting expenses, space
- Renew GoDaddy domain and email accounts and WildApricot website platform
- Deposit membership checks/miscellaneous payments into Citizens Bank account

There is the possibility that the current membership consultant could stay on managing the financials for the first year, giving the candidate in the new role time to learn this piece, do some “shadowing” / training and then add this responsibility on at a later date.

Qualifications

- Prior experience with administrative support including maintaining and updating websites, managing communication via email and phone, providing financial support and basic bookkeeping.
- Reliable – does what they say they will do.
- Open Communication – willing to connect on a regular basis to stay on track.
- Highly Organized – able to plan effectively, organize information, and create systems.
- Detail Oriented – able to handle small but important details.
- Independent Problem Solver - able to do research and seek solutions to solve problems independently.

Compensation and Benefits

To be determined.

To Apply

Please email your cover letter and resume to info@careercounselorsne.org.

Applications will be reviewed on a rolling basis. **For priority consideration, please apply by October 20, 2019.**