

## **Membership Co-Chair Career Counselors' Consortium Northeast**

**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 locally and 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.

### **Membership Committee Mission:**

To support and maintain engagement of current CCC members, and explore and carry out ways to incrementally expand membership in collaboration with the Marketing and Programming Committees.

### **Board Responsibilities:**

- Serve on the board and contribute to strategic planning throughout the year.
- Regularly attend board meetings (4-5 per year) and participate in important related conference calls and email communication (as needed).
- Actively participate and be a presence at CCC programming events (including, but not limited to, the 4 General Meetings).
- Liaise with other career development organizations and the public, representing CCC.
- Volunteer for and accept assignments and complete them thoroughly and on time.
- Prepare for meetings, and review and comment on minutes and financial reports.
- Build collegial working relationships among board and committee members that contribute to consensus.
- Participate in the board's annual evaluation and planning efforts (typically in June).
- As needed, assist in fundraising and member recruitment efforts for the organization.

### **Membership Co-Chair Responsibilities:**

- Coordinate and lead monthly Membership Committee meetings in person or over the phone in collaboration with Co-Chair.
- Support and maintain engagement of current members.
- Analyze current membership information and recent membership non-renewals.
- Assess needs of current and recent past members and analyze membership data to inform how CCC moves forward in engaging new members.
- Plan outreach strategies in collaboration with the Marketing Committee.
- Explore interest of several cohorts of career counselors who may want to join CCC, including career counselors and coaches in private practice, and career professionals in public agencies, higher education and corporate outplacement settings.

### **Qualifications:**

- Demonstrated commitment to the career development field; candidates who are current CCC members preferred.

- Prior experience improving membership or participation in organizations or events; experience analyzing quantitative and qualitative data.
- **Reliable** – does what they say they will do.
- **Open Communication** – willing to connect on a regular basis to stay on top of things.
- **Organized** – able to plan effectively, organize information, and create systems.
- **Detail Oriented** – able to handle small but necessary details.
- **Problem Solving** – able to respond to situations with effective solutions.

**Job Type:**

Part-Time, Volunteer, A term of three years will be recommended for all non Officer BOD members.

**Compensation and Benefits:**

This is a volunteer position, therefore there is no monetary compensation. You will be compensated with up to a two-year membership (value \$180) after full completion of two-year term.

Please email your cover letter and resume to [info@careercounselorsne.org](mailto:info@careercounselorsne.org).

In the subject line, indicate the position for which you are applying.

Positions will remain listed until filled.