

## **Administrator**

### **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.

#### **Administrator Responsibilities:**

Provide administrative and technical support to the President and the Board of Directors of the CCC, including program coordinators. Regularly attend board meetings (4-5 per year) and participate in important related conference calls and email communication (as needed). Specific tasks include:

#### **Website:**

- Update CCC website with Professional Development Seminar (PDS)/General Meeting event and registration details.
- Add member- submitted Events to the event calendar to advertise on our website's homepage
- Manage and track membership/contact database details.
- Update Member Content page on a consistent basis to include materials from all recent General Meetings.
- Provide general website updates as needed.

#### **Email:**

- Answer any questions submitted to CCC's contact email and confer with President, Board of Directors (BOD), PDS Coordinator, or committee members as needed.
- Draft and send promotional emails to CCC members, for example:
  - Upcoming Events (PDSes and General Meetings)
  - Member Only email blasts (Job Postings submitted by members)
  - Member Surveys
  - General Meeting follow-up surveys/evaluations
- Aggregate survey and evaluation data and send to BOD members.
- Confirm event email schedule with applicable BOD members when necessary to ensure appropriate timelines.

#### **Financial:**

- Communicate with Treasurer on an as-needed basis to create quarterly financial reports for BOD committee members.
- Process expenses suggested by Committee Chairs and approved by the President/BOD.
- Responsible for managing bank account including debit card expenses and transferring funds from PayPal account when necessary.
- 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 PDS Vendors 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:
  - PDS expenses (miscellaneous + instructor fees + catering)
  - BOD meeting expenses (miscellaneous + catering)
  - General Meeting expenses (miscellaneous + catering)
  - NEU event space invoices (received at the close of the fiscal year in June)
  - Renew GoDaddy domain and email accounts (every 1-3 years)
  - Renew WildApricot website platform (every year)
  - Deposit membership checks/miscellaneous payments into Citizens Bank account

**President, PDS Coordinator, and BOD Support:**

- Provide general administrative and technical support to BOD, committees, and staff as needed.
- Forward invoices to President for payment via check.
- Create membership and quarterly financial memos for each BOD meeting.
- Assist with printing materials for General Meetings and miscellaneous administrative preparation (registration list, member list, name tags, laptop + Paypal square).
- Assist with NEU room booking, setup and catering requests for General Meetings.
- Maintain account login information in Google Docs and update other general resources when necessary.

**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.
- **Organized** – able to plan effectively, organize information, and create systems.
- **Detail Oriented** – able to handle small but important details.
- **Problem Solving** – able to respond to situations with effective solutions.

**Job Type:**

Part-Time (flexible, average of 20-30 hours a month)

**Compensation and Benefits:**

To be determined.

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.