

**CCC Committee Member (Programming, Membership or Marketing/Social Media)
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.

We have three committees that you can choose from, depending on your interest and skills:
Programming, Membership and Marketing/Social Media.

Programming Committee Member: As a member of the Programming Committee you work with a team of 4-5 people, including the Programming Chair and/or Co-Chair(s) and Board member(s), who lead the planning of the Career Counselor Consortiums' Northeast (CCC) general meetings. This includes attending some meetings, sharing your ideas and network connections and being part of a fantastic team.

Programming Committee Mission:

To develop engaging programming for CCC Northeast by:

- Supporting the professional development of a range of practitioners in the career counseling field
- Addressing the needs of diverse client/student populations in their vocational development
- Paying attention to the shifting terrain of the global economic environment

Programming Committee Member Responsibilities:

- Attend and participate in committee meetings in person (about 4-5 per year).
- Participate in conference calls with members of the programming committee (about 8-10 per year).
- Volunteer for a specific role within the programming committee and be responsible for handling the responsibilities of that role at each CCC general meeting (there are typically 4 general meetings each year).

Qualifications:

- Demonstrated commitment to the career development field; current CCC member preferred.
- Prior experience planning, coordinating and executing programming and events.
- **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.
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Membership Committee Member: As a member of the Membership Committee, you will be with a team of 4-5 people, including the Membership Chair and/or Co-Chair(s) and Board member(s), who support current Career Counselor Consortiums' Northeast (CCC) members and work to expand membership.

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.

Membership Committee Member Responsibilities:

- Support and maintain engagement of current members.
- Assist in analyzing current membership information and recent membership non-renewals.
- Collaborate with Co-Chairs with regard to assessing needs of current and recent past members.
- Help to 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; current CCC member preferred.
 - Prior experience planning, coordinating and executing programming and events.
 - **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.
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Marketing/Social Media Committee Member: As a member of the Marketing/Social Media Committee you will be with a team of 4-5 people, including the Marketing/Social Media Chair and/or Co-Chair(s) and Board member(s), who provide marketing and social media technical support to the Career Counselors' Consortium, northeast (CCC).

Marketing & Social Media Committee Mission:

Provide marketing and social media technical support to the Career Counselors' Consortium, northeast (CCC) through advertising upcoming events, designing and facilitating the distribution of marketing collateral, creating correspondence to new members, and updating all social media outlets weekly.

Marketing & Social Media Committee Member Responsibilities:

- Participate in committee conference calls (about 2 times per year) and committee's communication via email.
- Volunteer to manage a social media platform (Facebook, Twitter, LinkedIn) for one month at a time. (Committee members may volunteer to manage for several months in a row if they choose, although historically, no committee member has managed a platform for more than 2 months in a row).
- Assist in evaluating efforts and make suggestions to Co-Chairs as needed to improve marketing and social media outcomes.
- Send content ideas to Co-Chairs regarding social media platforms.

Qualifications:

- Demonstrated commitment to the career development field; candidates who are current CCC members preferred.
 - Prior experience with social media and marketing management including strategy, messaging and familiarity with tools (Facebook, LinkedIn, Twitter, etc.).
 - **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.
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Job Types:

Part-Time, Volunteer, Two-year Term

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

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

Positions will remain listed until filled.