

Membership and Operations Manager Career Counselors' Consortium Northeast

The Career Counselors' Consortium Northeast (CCC) promotes the professional development of career services professionals and supports our community through networking, educational programs and mentorship. We advocate for diverse representation in our field and for the communities that our members serve.

Administrator Responsibilities:

Provide administrative and technical support to the Co-Presidents and the Board of Directors of the CCC. Regularly attend board meetings (approximately 4 per year), meet with Co-Presidents (about once per month) and participate in important related conference calls and email communication (as needed). This individual has a collaborative voice on the board and is the first-point of contact on everything CCC related and manages multiple functions of this nonprofit organization.

Specific tasks include:

Website:

- Update CCC website (powered by Wild Apricot) with necessary content; create and manage event and registration details.
- Add Community Events to the event calendar to advertise on our website's homepage.
- Manage and track membership/contact database details.
- Provide general website updates as needed.

Email:

- Answer any questions submitted to CCC's contact email and confer with Co-Presidents and/or Board of Directors (BOD).
- Draft and send promotional emails to CCC members, for example:
 - Upcoming Events (Professional Development Seminars, Networking Nights, Roundtables, Book Clubs, etc.)
 - Member Only email blasts (Job Postings submitted by members)
 - Member Surveys
 - Event follow-up information & evaluations
- Aggregate survey and evaluation data and send to BOD members about once per year.
- Collaborate with the Newsletter Editor on Quarterly Newsletters.
- Create and confirm event 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.
- Follow up with open and unpaid invoices.
- Process expenses suggested by BOD and approved by the President/BOD.
- Responsible for managing bank accounts.
- Track expenses in QuickBooks & create P&L Quarterly report 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. Submit forms on Tax1099.com.
- Ensure financial reporting is completed by the 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)
 - In-person event space and catering invoices
 - Renew GoDaddy domain and email accounts (every 1-3 years)
 - Renew WildApricot website platform (every year)
 - Deposit membership checks/miscellaneous payments into Bank of America account

President and BOD Support:

- Provide general administrative support to Co-President & Board of Directors
- Shares a collaborative voice with Co-Presidents in meetings to provide perspective on thoughts and ideas and acts as a sounding board around decision-making.
- Create Zoom Links, Evaluation forms, and reminder emails for events.
- Forward invoices to the Treasurer (cc President) for payment via check.
- Create programming/membership reports and quarterly financial memos for each BOD meeting.
- Collaborate with board members and committee chairs (such as marketing and membership committee).
- Assist with printing materials, food orders and miscellaneous administrative preparation (registration list, member list, name tags, laptop, etc.) for in-person events.
- Assist with room booking, setup and catering requests for events and 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 (Quickbooks) preferred or willing to learn.
- **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)

This is flexible and adaptable work, remote (possible one-time in-person events might take place). This is at least a 2-3 year commitment.

Compensation and Benefits:

\$28/hour

Includes free membership and unlimited professional development through the CCC.

The application deadline is Monday, December 4th. Please email your cover letter and resume to info@careercounselorsne.org.

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

