



Title: Member Services Coordinator

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Work Location: Worcester, Massachusetts,

Description

This position is based at Campus Compact for Southern New England (CCSNE) in Worcester, MA and is focused on place-based support for our member colleges and universities in Connecticut, Rhode Island, and Massachusetts.

The Position

The role of the Member Services Coordinator is to provide high quality, reliable, and consistent communication and coordination of member activities. This includes program coordination and evaluation, event planning and management, communication activities, and related administrative tasks. The Member Services Coordinator reports directly to the CCSNE Assistant Director and will be part of our national work in support of members.

Key responsibilities include: Program Support & Event Management

- Plan and implement programs and services such as conferences, faculty & staff training workshops, grant programs, and network convenings.
 - Support campus representatives in CCSNE leadership roles (e.g. work teams, committees, communities of practice).
 - Create and manage all related communications with key stakeholders.
 - Coordinate event logistics including securing event space and vendors, material preparation and dissemination, and on-site staffing.
 - Evaluate designated programs and events through data collection, analysis, and reporting.
- Administrative Coordination
- Coordinate, process, and monitor financial functions including data entry, vendor management, procurement, and reporting; collaborate with financial staff and program staff.
 - Manage administrative and programmatic systems, including maintaining administrative records

and files related to membership and programs.

- Schedule and coordinate meetings and assist with the preparation of related materials (agendas, presentations, etc.). Public Relations & Communications Coordination
- Develop print communications such as brochures, newsletters, annual reports, and special interest pieces.
- Lead the creation of e-communications through website, social media, and email communications; actively monitor organizational accounts.
- Manage stakeholder contacts lists, member listservs, communications analytics, and other related mechanisms for communications.
- Collaborate with and support colleagues for creating and disseminating programspecific content.
- Other duties as assigned in support of the organization's mission.

Required Skills

Qualifications:

- Associates or Bachelor's degree in a related academic program; master's degree preferred.
- Minimum of 1-year relevant program, event management, and/or administrative experience; 3+ years is preferred; experience working in higher education or the nonprofit sector preferred.
- Knowledge of and experience with MS Office suite (Word, Excel), Adobe Creative Suite
- Knowledge of and experience with web platforms, specifically WordPress and social media platforms.
- Strong initiative; demonstrated ability to independently complete tasks, learn new skills, and identify and resolve day-to-day programs.
- Strong written and verbal communication skills.
- Strong organizational skills with demonstrated detail orientation.
- Strong interpersonal skills and ability to work effectively with faculty, staff, students, and administrators as well as community-based agencies/groups and the public.

Campus Compact strives to attract and retain a diverse and talented staff who will contribute to the organization's goals, mission, and vision. We encourage individuals of all ethnic, racial, religious, and socioeconomic backgrounds to apply. Campus Compact is committed to increasing the diversity of our national team consistent with the values of our network.

Campus Compact is committed to providing equal employment opportunities to qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, height, weight, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member), or any other basis prohibited by law.

Benefits

Salary range is high-30s to low-40s. Campus Compact provides a competitive benefits package including a generous vacation policy and a retirement contribution match. This is a full time,

exempt position. The position will require occasional night and weekend work and regular regional travel which will require a valid driver's license. The position is based in Worcester, MA.

Comments

Background Campus Compact is a national coalition of 1,000 colleges and universities committed to the public purposes of higher education. We are a network comprising a national office and state and regional Campus Compacts. As the largest national higher education association dedicated solely to campus-based civic engagement, Campus Compact enables campuses to develop students' citizenship skills and forge effective community partnerships. Our resources support faculty, staff, and students as they pursue community-based teaching, scholarship, and action in the service of public good.

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Kind: Full Time

Level: Professional

Apply

To apply Interested candidates should submit documents, saved in one PDF file with the candidate's last name in the filename:

- Letter of interest linking your qualifications and experience to the responsibilities of the position.
- Resume or curriculum vitae.
- A brief statement (roughly 150-200 words) summarizing the significance of diversity, equity, and inclusion in your own personal or professional life.
- Names and contact information for three professional references.

References will not be contacted without permission.

PLEASE SUBMIT APPLICATION MATERIALS TO JOBS@COMPACT.ORG. **MATERIALS SHOULD BE SUBMITTED BEFORE FRIDAY, AUGUST 3, 2018 FOR PRIORITY CONSIDERATION.**

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