



Job Position Announcement

Administrative Coordinator (part time)

For more information, contact:

Debra Halsey, Executive Director

(505) 349-0500, ext. 1

dhalsey@ncmpr.org

Job Summary

The Administrative Coordinator will join a small team of staff members that supports NCMPR's mission, vision, values and strategic initiatives. The position also supports the organization's Board of Directors and a national network of members who work in marketing and communications at two-year community and technical colleges. The position is part time, reports to the Executive Director and requires working from a home office. Location in Albuquerque, N.M. – NCMPR's headquarters – is not required.

Overall, the Administrative Coordinator is responsible for general office and executive-level support in different operational aspects of the organization and works closely with the Executive Director and Associate Director to provide essential support in a variety of district and national initiatives.

A detailed job description with specific duties and responsibilities is included on Page 2.

Qualifications

- Associate degree or certificate of completion in office administration or related field. Associate degree or higher in marketing and communications also acceptable.
- Minimum of two years of experience, preferably at a community college.
- Demonstrated experience in project and budget management.
- Excellent verbal, written and customer service skills.
- Self-motivated and self-starter with ability to work independently from a home office.
- Thorough knowledge of MS Office, particularly Word, Excel, PowerPoint and PDF applications.
- Knowledge of computer hardware and other software applications, including email/calendaring and internet usage. Knowledge of basic graphic design applications a plus.

About NCMPR

The National Council for Marketing & Public Relations is the only organization of its kind that exclusively represents marketing and public relations professionals at community and technical colleges. As one of the largest affiliates of the American Association of Community Colleges, NCMPR has more than 1,700 members from more than 500 colleges across the United States and Canada. NCMPR's primary focus is on supporting the professional development of community college communicators through regional and national conferences, webinars, a summer institute and other professional resources focusing on the latest trends in community college marketing and PR.

Salary

Salary and other terms and conditions of employment are commensurate with the candidate's background and experience. Salary range is \$16,000 to \$20,000 per year.

To Apply

Email résumé and cover letter to Debra Halsey, NCMPR Executive Director, at dhalsey@ncmpr.org. The deadline to submit materials is Friday, Feb. 1.



JOB DESCRIPTION: Administrative Coordinator (part time)

The Administrative Coordinator, working under an annual contract, reports to the Executive Director and assists with various administrative tasks in the national office. Overall, the Administrative Coordinator is responsible for general office and executive-level support in different operational aspects, including event registration, membership database upkeep, maintenance of important NCMPR operational documents and other similar duties. The Administrative Coordinator also provides general support to the Executive Director and Associate Director and works in support of NCMPR's mission, vision, values and strategic initiatives. Specific duties and responsibilities include:

General Administrative Support

- Assist with event registration, including maintaining lists, monitoring registration numbers, and distributing lists to appropriate staff and board members.
- Maintain NCMPR's membership database and keep member records up-to-date.
- Maintain and update organizational email lists, particularly the district and national lists in Constant Contact.
- Maintain and update NCMPR's procedures manual and board handbook.

Support to the Associate Director

- Assist with maintaining and distributing district conference registration lists.
- Assist with the district and national conference scholarship application process, including screening for eligibility, formatting applications, overseeing the selection process, and notifying recipients and nonrecipients.
- Assist with the district and national Pacesetter/Communicator/Rising Star award nominations, including screening for eligibility, formatting nominations, overseeing the selection process and notifying recipients.
- Upload district and national conference presentations to the website.
- Assist with other district-level activities as assigned.

Support to the Executive Director

- Assist with speakers and programming for the national conference, including the call for presentations, formatting proposals, maintaining speaker lists, developing speaker agreements, following up with speakers, etc.
- Run reports on website analytics, membership, event registration and others as needed.
- Assist with the annual Paragon Awards, including various administrative tasks associated with the submission and judging process.
- Assist with a wide range of administrative logistics associated with the national conference, summer institute, webinars, board meetings and other programming.
- Assist with other special projects as assigned.