



**Position Title**

Programs and Communications Officer

**Status**

Full-time, 12-month exempt position

**Organization Overview**

Campus Compact Mid-Atlantic (CCMA) is the largest consortium of higher education institutions in the Maryland, Delaware, and Washington, DC metropolitan region. CCMA’s purpose is to mobilize the capacity of higher education to enhance community life in the region while preparing students for lives of civic and community engagement by strengthening campus-community partnerships. CCMA’s vision is to develop global citizens and create just and equitable communities. CCMA’s member presidents share a commitment to the civic mission of higher education and the value of integrating community engagement into students’ academic and co-curricular experiences. CCMA supports teaching and learning opportunities that prepare students for lives of engagement and service to society. Partner institutions include public, private, 2-year, and 4-year colleges and universities throughout Maryland, the District of Columbia, and Delaware. CCMA is a small 501c3 non-profit organization headquartered at Hood College in Frederick, Maryland, and is recognized nationally for being accredited for “Standards for Excellence” through Maryland Nonprofits. CCMA combines a fast-paced, professional work environment with a friendly organizational small-office culture. As an organization, CCMA values and aims to create a culturally competent, diverse, and inclusive work atmosphere and strongly encourages applications from candidates of color.

**Position Overview**

The Programs and Communications Officer (PCO) will work closely with the entire CCMA team in providing the highest level of service to all stakeholders – including but not limited to administrators, faculty, students, corporate and community partners, donors, and government agencies. By coordinating institutes, workshops, conferences, retreats, working groups, and grant administration, the PCO will be a key player in implementing the organization’s strategic plan. The PCO will support the vision and mission of CCMA and work to promote social justice, sustainability, and partnerships among the higher education community. This position requires a self-motivated individual who is highly organized, with excellent judgment for managing competing priorities and multiple program timelines effectively. Due to the dynamic nature of the organization, this position requires an exceptionally high level of organization, flexibility, follow-through, and written and verbal communication skills. The PCO reports to the Associate Director and is a full time, 40 hours per week position.

**Required Qualifications**

The successful candidate will have a Bachelor’s Degree in a related field and a minimum of 3-5 years of experience in coordinating and managing events and programs (in higher education or the non-profit sector), and proven excellence in the following areas:

- Organization of events, projects, and programs
- Excellent time and project management skills
- Professional communication abilities, both written and verbal
- Relationship building skills with colleagues in CCMA membership, and team-members
- Taking initiative and problem-solving
- Demonstrating deep commitment for organizational values, civic engagement, community development, and equity

- Ability to work both independently and collaboratively
- Capacity to synthesize complex data and translate information to diverse constituents
- Approaching new tasks with flexibility, enthusiasm, curiosity, and growth mind-set of a life-long learner
- Proficiency with technology, including Microsoft Office, CRM database, Salsa Labs, and Publisher/InDesign
- Availability for in-region travel (MD, DC, DE) and national travel up to ~30 days a year
- Personal transportation for campus/site visits, including current driver's license and insurance required

### **Preferred Characteristics and Qualifications**

Knowledge of and experience with civic and community engagement, with a background in:

- Master's Degree preferred
- Program management, event coordination, communications, and marketing
- Working with cultures of higher education and small, non-profit organizations
- Advancing equity through service-learning, community-based learning and development
- Program assessment, evaluation, and analysis
- Sense of humor and personal orientation toward both serving and supporting the development and growth of others

### **Essential Job Responsibilities**

The primary responsibility of the Programs and Communications Officer (PCO) is to work closely with the Associate Director and CCMA team in mobilizing the collective commitment and capacity of higher education to actively advance communities through civic and community engagement. The PCO is responsible for advancing the CCMA mission as they:

- **Coordinate Programs and Events (60%)**
  - Develop and coordinate programs (including events) such as:
    - Annual Presidents' Institute or Convening, and/or Biennial Conference
    - Faculty and Practitioners' Institutes, Webinars, Workshops, and Retreats
    - Student Engagement and/or "Education Days" with Delegates/Legislators
    - Annual Service-Learning and Civic Engagement (SLCE) Conference
  - Engage CCMA partners and members in planning committees, identify and manage speakers, recruit volunteers, manage event budgets, event marketing, and logistics; manage registration and participation; and evaluate program effectiveness
  - Administer Mini-Grant program for Faculty
  - Administer Annual Awards Program (in-person or virtual)
  - Administer Annual Survey for membership/partner institutions
  - Administer Annual Student Civic Leaders Fellows Program
  - Coordinate Annual "Model Programs" publication
- **Manage Communications and Share Stories of Impact (20%)**
  - Coordinate communications for CCMA
    - Develop and edit newsletters, social media, and press releases
    - Coordinate communication with members and external entities
    - Prepare Annual Report
  - Maintain website updates regarding programs, communications, and membership
  - Update CCMA's database with regard to membership, events, and communications
  - Develop compelling stories communicating organization's collective impact that are authentic and bring dignity to those whose stories we are sharing
  - Analyze and share data with members supporting increased impact that considers context, history, and equity of service region, institutions, and organization
  - Assist with CCMA AmeriCorps VISTA grant to collect and share stories of impact
- **Membership Engagement (10%)**
  - Engage organization's partners to actively participate in and develop relevant programming

- Facilitate Taskforces, Committees, Working Groups – tracking deadlines, deliverables, and documents
- Connect with partners to identify new topics of critical relevance
- Represent CCMA with partner institutions and at external events
- Serve on conference planning committees for partner organizations
- **Supervise Interns and Support Fund Development (10%):**
  - Recruit and supervise part-time interns, graduate assistants, volunteers, and federal work study students assisting with programs and communications projects
  - Contribute to grant-writing
  - Assist in organizational effort to diversify funding streams and increase fund-development
  - Other duties as assigned

#### **Other Skills, Abilities, and Qualities Sought:**

- Personal values which match CCMA’s organizational values of service, community engagement, equity, social justice and interest in life-long learning
- Ability to adapt, remain flexible, and re-prioritize under timeline pressure
- Emotional intelligence and flexibility to accommodate a variety of workstyles, maintaining a positive, pleasant, professional attitude, service orientation, and discretion at all times
- Reliability to work independently with minimal supervision, managing multiple responsibilities efficiently, and completing tasks on time
- Ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies
- Demonstrated ability to support others with humility, willingness to assist, listening to learn, and, simply, kindness.

#### **Salary and Benefits**

Salary is commensurate with education and experience and CCMA offers outstanding benefits (including health insurance, retirement, vacation, and flexible time-off), plus travel reimbursements.

#### **Office Location**

The CCMA office is located on the Hood College campus in Frederick, Maryland. Staff are teleworking remotely throughout the pandemic.

#### **Diversity and Accommodations**

Candidates should demonstrate an ability to work in and a commitment to creating a culturally diverse environment and to contribute to the mission of CCMA. CCMA is dedicated to excellence through diversity and provides reasonable accommodations to qualified applicants with disabilities. CCMA is an Equal Employment Opportunity employer and does not discriminate against someone because of that person’s race, color, religion, sex (including gender identity and sexual orientation), national origin, age, or disability, or any other federally protected group.

#### **To Apply**

Qualified candidates for this position are requested to apply electronically by submitting ***in one consolidated document a cover letter, resume, salary requirements, and full contact information for three references.***

- The cover letter should be addressed to Mr. Anthony Wagner V, Associate Director.
- The document (in MS Word or PDF format) should be emailed to applications@ccmidatlantic.org with “PCO” and your name in all CAPS in the subject line (***Example: PCO: DORETHA RIVERA***).

All inquiries should be emailed to applications@ccmidatlantic.org. The successful candidate will be subject to a pre-employment background check. Only qualified candidates will be contacted by CCMA. Position open until filled. For best consideration, please submit application ***by Tuesday, May 31, 2022 by 5:00pm EST.***