



Oregon Community College Association

POSITION DESCRIPTION: MEMBER RESOURCE ASSOCIATE

The Oregon Community College Association (OCCA) represents the seventeen publicly chartered community colleges and their locally elected board members. Founded in 1962, OCCA is an ORS 190 council of governments whose purpose is to support the colleges before policy-makers and partners whose actions affect the well-being of community colleges across the state. As a council of governments, OCCA also participates in the Public Employee Retirement System (PERS) for retirement benefits. OCCA is seeking a Member Resource Associate to join our team.

The Member Resource Associate is responsible for planning and coordinating board member meetings and events, managing membership outreach and involvement, and connecting members to association resources and services. In addition, the position is responsible for supporting the Executive Director in carrying-out board initiatives and priorities. The work of this position requires the exercise of sound, independent judgement and a high level of accountability. This position reports to the Deputy Director and works in a team environment to carry out the required functions of the job.

Minimum Qualifications:

Bachelor's degree in business, education, communications or relevant field.

OR

Any combination of experience or education equivalent to three years administrative-level experience in planning and coordinating meetings, events, and/or membership processes.

Requested Skills:

- Skill in effective board management and engagement, which includes flexibility to accommodate the many demands of the position.
- Demonstrated success in meeting and event planning.
- Ability to communicate effectively with a variety of personalities.
- Skill in independently organizing work, handling multiple projects simultaneously, and meeting deadlines.
- Strong writing skills required, which includes experience summarizing, formatting, editing, proofing online materials, preparing reports, writing business correspondence and other publications.
- Experience in negotiating contracts and building partnerships with vendors.
- Demonstrated ability to communicate complex issues effectively both orally and in writing.
- Proficient computer skills including: email, Microsoft Office suite, social media, spreadsheet programs.
- Demonstrated ability to work collaboratively with a variety of people and use judgment independently on assigned tasks.
- Valid Oregon State Driver's License and good driving record.

Position Duties:

Event Planning and Coordination

- Oversee and facilitate all aspects of planning and coordinating association events, including the annual conference. Duties include, but are not limited to: site selection, soliciting conference

sponsorships/vendors, speaker selection, event registration, marketing, coordinating onsite staffing, creating event program book and content, catering selection, and developing, collecting and tabulating post-event evaluations.

Board/Committee Issues

- Arrange logistics for all Board and committee meetings including room reservations, food selection, AV needs, and collecting RSVPs.
- In coordination with the Executive Director and Administrative Assistant, ensure OCCA Board agendas, reports, briefs and other documents are produced and delivered to members in a timely manner.
- Support the Executive Director in the coordination and implementation of leadership development programs and services for OCCA board members by developing content and arranging logistics.
- Assist in developing new programs that will assure the engagement and development of board.
- Advise the Executive Director on strategies to continually improve board member engagement, development and learning.
- Assist with the implementation of all projects, committees, working groups or task forces of the association.

Customer Service activities

- Provide personable and professional customer service to members and stakeholders.
- Respond to member and stakeholder inquires orally and/or in writing in a timely manner.

Office Administration

- Support the administrative functions of the office by answering phones, ordering supplies, and other duties as necessary to facilitate the operation of the association.

Position Responsibilities:

Decision Authority: Has the authority to commit funds of the association as it relates to events and meetings. Is expected, within established policy, to make appropriate decisions inherent in carrying out the position duties.

Budgetary Responsibilities: Has no responsibility for development of the association's budget or its administration.

Supervisory Responsibilities: None

Supervision Received: Receives direction from the Executive Direction and supervision from the Deputy Director. Receives secondary direction from the Operations Manager and Executive Director of the Student Success Center.

Physical Requirements: In this position, the employee must have the ability to lift up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the responsibilities of the position, the employee is regularly required to sit, stand, walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.

Full-time, Non-exempt: This position is expected to work 40-hours per week, Monday through Friday, 8:00 a.m. to 5:00 p.m. Overnight and weekend travel is required. As a non-exempt employee, the

individual will receive compensatory time at a rate of time-and-a-half for any hours worked beyond the 40-hour work week.

Position Relationships:

Community College Boards: Interacts extensively with members of the community college boards, and the OCCA Board, through telephone conversations, correspondence and participation at association conferences and meetings.

Community College Personnel: Has significant involvement with personnel at community colleges through telephone conversations, email, fax and participation at association conferences and meetings.

Public: Has some involvement with the general public, but significant involvement with community college leadership.

Other Organizations: Interacts often with other education, civic and public policy and interest group organizations to understand positions on legislation and policy matters.

Association Staff: Works closely with OCCA staff on a daily basis.

Working Conditions:

Typical office environment. Work is conducted in an open office environment with constant interruptions. Simultaneously working on multiple tasks on a continual basis. Daily team interactions. Requires extensive computer use. May require work in excess of normal scheduled hours to meet high-volume and/or time sensitive workload and organization priorities. Requires physical activity normally associated sitting for extended periods, occasional bending, stooping, and lifting. Occasional statewide travel is required.

OCCA staff are expected to:

- Promote and foster an inclusive, diverse and discrimination/harassment-free workplace;
- Establish and maintain professional and collaborative working relationships with all contacts and staff; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance;
- Perform all duties in a safe manner; and comply with all policies and procedures;
- Act ethically at all times in accordance with the very highest standards of integrity;
- Work in a team oriented environment with participative decision-making and cooperative interactions among staff and management; and
- Engage with supervisor to ensure all necessary training and resources are available to successfully accomplish responsibilities.

Transferrable or Equivalent Skills

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you have strong written communication skills, a passion for political and policy work, and proven leadership experience, we would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.

This description covers the most significant, essential and auxiliary duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

A Complete Application Requires:

Cover Letter

Resume

Writing Sample (Examples of a writing sample may include a letter you wrote, an email you composed, or an analysis and written recommendation of a work-related issue. Recent academic work may also be considered.)

Three References