



Membership & Communications Coordinator

Full Time ••• \$19-21 per hour

Sacramento, CA ••• Start Date: August 1, 2021

The California Association of School Psychologists (CASP) is a nonprofit association on a mission to foster the wellbeing of the children, schools, and communities we serve. CASP has 2,300+ school psychologist members, who rely on our staff team to provide advocacy and professional development and advance their profession. Our members are the helpers Mr. Rogers always looked for in a crisis, working with all students to help them overcome their challenges and thrive. Our job is to help the helpers in the best way we can.

We are seeking to add a full-time membership and communications coordinator to our team. This position is responsible for coordinating member services and communications, under the direction of the Executive Director. Key responsibilities are: timely coordination of the overall communications program and its components; assisting members and customers to ensure satisfaction and retention; and promoting and on-site staffing of major events. For full job description including specific duties and required skills, [click here](#).

Education and experience qualifications for this position can be met in three ways:

- A Bachelor's degree in communications, marketing, business, or similar major relevant to the position.
- An Associate's degree in communications, marketing, business or similar major relevant to the position, plus one year relevant professional experience.
- Two years' relevant professional experience.

Previous relevant experience in K-12 education, a membership association, or similar nonprofit is preferred but not required. Must be able to travel, out-of-town and overnight for 3-6 days at a time (including some weekends), from three - five times per year. Travel will be required from October 13 – 16, 2021. CASP requires Covid-19 vaccination for all employees, however we will consider accommodations based on disability or sincerely held religious belief.

The position will be remote through approximately mid-August and partially remote (2 days in Natomas office / 3 days at home) thereafter, with brief periods of additional office time as needed to prepare for in-person events. This is a full-time (40 hours per week), non-exempt position. Occasional overtime will be required for out-of-town events. Pay ranges from \$19-21 per hour, depending on qualifications. Benefits include: paid vacation, sick, and holiday time; medical, dental, and vision insurance; and SIMPLE IRA with employer match.

To apply, send your resume, cover letter, and a professional writing sample to melaneec@casponline.org. In your cover letter, tell us about your favorite communications pet peeve. **Incomplete applications will not be considered.** Only those applicants selected for an interview will be contacted. CASP is an equal opportunity employer.