

DIRECTOR OF MEMBERSHIP AND COMMUNITY ENGAGEMENT

The Charlotte Mecklenburg Public Access Corporation, a non-profit organization responsible for providing community media services to the residents of the City of Charlotte and Mecklenburg County in North Carolina, has an immediate opening for a Director of Membership and Community Engagement. The Director of Membership and Community Engagement is a full-time salaried position which reports directly to the Executive Director.

At CMPAC, we deeply value diversity, equity, and inclusion, ensuring every voice in our community is heard and represented. We champion a team built from diverse backgrounds and experiences. In our search for the Director of Membership and Community Engagement, we especially welcome applicants from traditionally underrepresented groups in the media sector. Let's shape a platform together that truly echoes the diversity of our community.

Duties of the Director of Membership and Community Engagement include, but are not limited to the following:

- Conducts new member orientations and assists individuals with new member registration and workshop enrollment
- Monitors membership data base to ensure accuracy of member contact and workshop certification information
- Assists members in navigating the training certification process to help members obtain their individual goals and objectives
- Promotes upcoming training opportunities to the membership
- Conducts periodic member surveys to ascertain what additional training and services might be advantageous for members
- Plans and hosts membership networking events and activities to promote a collaborative working environment
- Represents the organization at community events to promote the activities and services of Access 21
- Works with representatives of diverse and underserved communities to encourage their usage of Access 21 services
- Fosters and maintains working relationships with local non-profit organizations to encourage their use of Access 21 services
- Creates print, video and electronic promotional materials for use on the Access 21 channel and across multiple digital platforms

- Maintains all Access 21 social media accounts to promote the activities and services of the organization
- Works with the Executive Director to identify and secure grants to further Access 21 services and activities

Requirements:

A Bachelor's degree in a related discipline and a minimum of 3-years practical experience

Compensation:

The salary range is \$40,000 - \$50,000 and includes paid vacation, sick leave, health and life insurance, and retirement benefits.

TO APPLY:

To apply send cover letter and resume to:

John Rocco
Executive Director
Charlotte Mecklenburg Public Access Corporation
613 Calvert Street
Charlotte, NC 28208

Electronic applications are preferred via e-mail to:

jrocco@cmpac.org