

## **Communications Manager**

[Council of Chief Librarians for California Community Colleges \(CCLCCC\)](#)

### **Description of Position**

The Council of Chief Librarians for California Community Colleges (CCLCCC) is seeking to fill the position of Communications Manager. This position will begin August 2017 and provides a stipend. The ideal candidate will have experience with California Community College Libraries, enjoy collaboration, and be able to attend quarterly CCLCCC board meetings in various California locations. This position will have three major areas of responsibility:

- Maintenance of the CCLCCC Website (currently scheduled for redesign)
- Outlook Newsletter Editor (published four times a year)
- Member Support

### **Representative Duties**

- Maintain and update CCLCCC website as needed or requested
- Update list of paid CCLCCC memberships
- Organize content and publish CCL Outlook newsletter
- Provide instructions for joining listservs and editing the CCL Directory

### **Skills and Experience**

- Professional reading of a wide variety of journals and listservs (Calix, Cjc-I, ACRL, acrlframe, etc) to select appropriate materials for sharing in the CCL Outlook newsletter
- Ongoing awareness of key issues in the community college and library field, important meetings and subsequent solicitation of appropriate articles written for the Outlook (eg solicit community college librarian reports from their attendance at professional meetings)
- Knowledge of California Community College initiatives, programs, and services.
- Familiarity with or willingness to learn the Content Management Systems (CMS)

### **Work Environment**

Most communication will be done remotely, with expected attendance at all CCLCCC regular board meetings (approximately 5 per year). Work will be done in collaboration with the Executive Director, Director of CCLCCC's Library Consortium and the President of CCLCCC. All related travel expenses will be reimbursed by CCLCCC. The Communications Manager is an appointed, ex-officio position of the CCLCC board and is under the direction of the President of CCLCCC.

### **Application Procedure**

Please submit a letter of interest along with a resume/CV by **July 1, 2017** to:

Gregg Atkins, Executive Director

gregg.atkins@cclccc.org

916-800-4225