



Membership Coordinator

Organization Profile:

FACCC, the Faculty Association of California Community Colleges, is a 68 year-old statewide professional membership association, headquartered in Sacramento just four short blocks from the Capitol. We employ a small talented team to help develop and implement an ambitious agenda for the faculty of the California Community Colleges. Our employees thrive on commitment, hard work, reliability, multi-tasking, problem solving, creativity, and collaboration.

Diversity, Equity, and Inclusion Statement:

To ensure the equal educational opportunity of all students and the creation of a just society, the Faculty Association of California Community Colleges embraces the call for the elimination of racism from all aspects of our society, starting with our state's community colleges. Among the critical steps in this direction are the various diversity, equity, and inclusion initiatives being nurtured throughout the state's community colleges. [Read the full statement here.](#)

The Position:

The Membership Coordinator is responsible for recruiting members and engaging faculty in advocacy work. Through this main responsibility, the coordinator position will focus on the following core tasks:

- Recruiting faculty to join FACCC
- Organizing membership to mobilize grassroots advocacy efforts
- Coordinating advocacy action alerts
- Staffing the FACCC Political Action Committee

Beyond these core tasks, the Membership Coordinator will have an integral role with the following responsibilities:

- Supporting various FACCC committees
- Attending stakeholders events
- Assisting in facilitation of FACCC's annual board elections
- Drafting legislative position letters
- Monitoring legislation

Ideal candidates will have experience in organizing and membership work, including:

- Community college campus based organizing
- Field work in a political campaign
- Membership recruitment for a non-profit, union, or association.

The Membership Coordinator reports to the Executive Director who supervises all staff and may also designate assignments necessary to the association, but outside of the core responsibilities. This is a professional at-will position requiring independent judgment.

Candidates must be able to show initiative, able to work both independently and in teams. He/she must be able to speak clearly, write effectively, work as a team player, and be flexible with travel. Weekend work is rare, but occasionally required.

Compensation:

\$45,000 annual base salary and an additional \$1,200 monthly health stipend in lieu of health benefits for a total annual compensation of \$59,400. Employer-side retirement contributions begin after the first year. Employer provides a term life insurance policy.

Selection Process:

We will keep the position open until filled. Any relocation expenses are borne exclusively by the applicant.

Our selection process will include:

- Resume screening
- Telephone or email conversation seeking basic information on skills
- First Zoom interview, serving as a “meet and greet”
- Second interview to involve writing, proofreading, editing, and testimony
- Reference checking
- Third interview which includes FACCC leaders
- Final discussion about terms of employment



GETTING STARTED

1. Submit the following by email to ehawkins@faccc.org:
2. Cover letter summarizing your qualifications and explaining your interest in the position
3. Resume providing academic and work history
4. Writing sample
5. If you live outside the Sacramento vicinity, please explain your ability to work remotely
6. Three references

We are incredibly busy and will respond only to those applicants who have submitted all requested items. Please do not call. Communication will be handled electronically.

EOE