

## Job Posting

Position: Administrator, The California Copyright Conference

Start date / position commitment: July 1, 2022 - June 30, 2023

Compensation: monthly-DOE

The California Copyright Conference is a nonprofit organization hosting monthly educational panels on current issues in music business & law.

The CCC is seeking a part-time administrative coordinator who will report directly to the President and Board of Directors. The commitment is an average of 25 hours per month. Most work to be done remotely, but administrator will need to work on site for in person events (Los Angeles area).

Responsibilities will include:

- Managing registrations for events through the CCC website
- Handling check-in at in person events
- Act as host for Zoom Webinars
- Managing the organization's PayPal, Square and MailChimp accounts
- Updating the CCC website (WordPress)
- Design email blasts
- Create event graphics for website, social media, and Zoom
- Update CCC social media accounts
- Managing annual membership
- Fielding any general inquiries/ customer service
- Other administrative tasks as needed

The ideal candidate:

- Would have a flexible schedule (would not recommend this in addition to a full time job)
- Be very organized and self-directed
- Have a reliable home/mobile work setup
- Has experience with Mailchimp, WordPress, and Canva / Adobe Photoshop
- Interest in the Music Industry

To apply - please send resume and cover letter to [vp@theccc.org](mailto:vp@theccc.org) with the subject line 'CCC Admin Position'

For more information about the CCC visit [www.theccc.org](http://www.theccc.org)