

Job Posting

Position: CCC Administrator
Start Date: Dec. 2016 or Jan. 2017
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 approximately 25 hours per month with a slightly heavier workload in September and May.

Responsibilities will include:

- Keeping track of event RSVPs and payments for around 100 people
- Handling check-in at each event
- Managing the organization's PayPal, Square and MailChimp accounts
- Updating the CCC website and voicemail with event information
- Managing annual membership
- Fielding any general inquiries / customer service / website troubleshooting

The ideal candidate:

- Would have a flexible schedule to accommodate monthly events (would not recommend this in addition to a full time job)
- Be very organized and self-directed
- Have a reliable home/mobile work setup
- Be relatively tech savvy

To apply - please send resume and cover letter to manager@theccc.org with the subject line 'CCC Admin Position'

For more information about the CCC visit www.theccc.org