

Position Title: Marketing & Communications Coordinator

Date Available: Immediately

Company: CASSS

Brief Description of Company/Position: CASSS (formerly known as the California Separation Science Society) is a not-for-profit professional membership society made up of industry, academic and regulatory professionals in the field of separation science world-wide. CASSS organizes scientific symposia, maintains an informative web site and publishes a quarterly newsletter.

Responsibilities: Primary responsibilities include, but are not limited to:

- Update and maintain web site content
 - Write and edit content
 - Brainstorm ideas for content updates
 - Research and write articles and updates
 - Create and update content pages, including layout and design to maintain consistent look and feel
- Create and monitor email blast schedule
 - Develop and coordinate email schedule – ensuring proper number and timing of messages for all CASSS events and activities
 - Script and create all email messages, including content and format.
- Maintain membership database
- Assist attendees, resolving registration issues, processing registration payments made by check, processing manual transactions and refunds
- Respond to inquiries and provide information to members, attendees and the general public
- Have primary responsibility for office reception and administrative duties including phone coverage, responding to inquiries from members and the general public, opening and distributing mail and filing
- Assist Executive Director with other tasks/projects as needed
- Solicit, coordinate and track media trade outs (i.e. barter agreements with press)
 - Solicit and negotiate (within guidelines) media trade out agreements
 - Track and meet deadlines for providing advertisements
 - Track requirements and ensure obligations are met for providing media with CASSS deliverables (i.e. registrations, exhibit space, participant lists, etc.)
 - Coordinate with graphic designer to ensure advertisements are created.
- Perform other duties as assigned.

Qualifications Required:

- Exceptional time and organizational management skills
- Self-motivated and able to grasp new concepts quickly
- Ability to work independently and as part of a team
- Ability to work quickly and accurately
- Excellent verbal and written communications skills
- Strong computer skills and an aptitude to learn new programs. Proficient with MSOffice (Word, Excel and Access.) Some knowledge of and experience with HTML helpful
- At least 3 years of directly related experience; ability to demonstrate achievements

Education: 4 year degree preferred

Salary Range & Benefits: \$42,000 to \$50,000 DOE

Location of Position: Emeryville, California

Is a Relocation Package Available: No

To Apply Please Contact: Karen A. Bertani, CMP, Director of Meetings

Contact Email: kbertani@casss.org

Contact Phone: 510-428-0740

Additional Information: No phone calls please.