

# California Park & Recreation Society

## Job Description

**Title:** Member Engagement Manager

**Reports to:** CPRS Director of Membership



### Position Overview

As the Member Engagement Manager, you will lead the development, management, and fostering of engagement within the CPRS Community. Acting as a liaison between CPRS HQ and Region, District, and Section leaders, you will play a pivotal role in implementing innovative strategies to enhance member engagement while aligning with CPRS Board-stated strategic goals.

### Key Responsibilities:

- Serve as a member of the CPRS membership team to execute and assess organizational goals, policies, and procedures, in line with the Society's Strategic Goals.
- Cultivate robust relationships with CPRS Region, District, and Section leaders, overseeing various administrative tasks such as event registrations, leadership rosters, and financial reporting.
- Manage the annual CPRS Election process at all levels, ensuring smooth operations and compliance.
- Contribute to the development and execution of community engagement strategies, maintaining vibrant and up-to-date in-person and online spaces for member interaction.
- Monitor and analyze community engagement metrics to gauge effectiveness and propose adjustments as needed.
- Curate and disseminate compelling content across online platforms to foster engagement.
- Coordinate with other members of the CPRS team to ensure the successful execution of the CPRS booth and enhance the attendee experience at the annual CPRS Connections Conference.
- Website management and ability to project manage any future migration to new technology platform(s).
- Management of CPRS/CFPR Scholarship programs.
- Serve as a backup for administrative functions as required.

### Key Qualifications

- Minimum of 3 years' experience in a member-driven organization.
- Strong interpersonal skills with the ability to engage diverse stakeholders.
- Proficient in project management, capable of handling multiple projects concurrently.
- Advanced PC skills with a willingness to adapt to new software.
- Possession of a valid California driver's license.
- Willingness to work beyond traditional work hours occasionally.
- Ability to travel using personal or public transportation.

**Key Attributes**

- High emotional intelligence and customer orientation.
- Flexibility and adaptability in working independently or within a team.
- Skill in facilitating dialogue and engaging stakeholders.
- Demonstrated initiative, creativity, integrity, and tact.
- Ability to maintain composure in a fast-paced environment.
- Commitment to continuous learning and positioning CPRS as an industry leader.

**Compensation:**

Salary range begins at \$60,000 annually.

Benefits include:

- Health, Dental, Life insurance for employee and family
- Employer Provided Pension fund, 401K personal contribution plan
- PTO/Vacation/Sick time
- Flexible work hours with some ability to work remotely

To apply, please provide a cover letter and resume expressing your interest in this position to [Stephanie@cprs.org](mailto:Stephanie@cprs.org) with “CPRS Member Engagement Manager” in the subject line. Deadline to apply is May 17, 2024.

**Equal Opportunity Employer**

CPRS values a diverse workforce at all levels of our organization including diversity in experience and diversity in perspectives. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws. CPRS is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment. It is our desire to employ persons based on ability, experience, education and character.