



Supporting student journalism since 1970

Colorado Student Media Association

Colorado Student Media Association - Executive Director Call for Applicants

Approximate Start Date: between April 1, 2024 and May 1, 2024

Summary:

The Colorado Student Media Association (CSMA) is in search of an Executive Director to oversee the administration of programs for the membership of the organization with the objective to increase the quality of scholastic journalism in the state of Colorado. Other key duties include organizing J-Day (our state convention), coordinating our contests and critique services, outreach to membership, maintaining our online and social media presence, and overseeing the finances of the organization. The position is part-time and the number of weekly hours varies based on the time of year. The Executive Director reports directly to the CSMA Board of Directors.

Salary:

The Executive Director will be paid a salary range of \$20,000-\$25,000 annually. By Colorado state law, this is a 1099 position without benefits.

The Executive Director will have the following responsibilities:

- Collaborate with the CSMA Board of Directors and partners, including the Colorado Press Association and local universities, among others
- Membership office work
- J-Day organization (state journalism conference each fall)
- Contest and critique coordination
- Recruit and maintain relationships with judges for contests and critiques
- Collaborate with the Journalism Education Association and with state press association directors
- Ad hoc and summer workshop/special event organization
- Regular website, social media and direct email support of members
- Financial accounting office work
- Attendance at CSMA events and board functions to include Journalism Day and Board Meetings

While flexible, the Executive Director should have the following preferred qualifications and skills:

- Preferred experience advising and/or teaching journalism grades 6-12
- Conference organization skills/experience
- Basic office workflow and management
- Financial reporting including filing annual IRS forms for non-profits
- Flexibility -- the time commitment of the position varies greatly throughout the year

Interested applicants should send current CV/resume to CSMA President, Patrick Moring, CJE at patrick.moring@asd20.org, 719.352.8470.