



Executive Board Position Open: NCYAMA Vice Chair for Marketing

Job Description:

The Vice Chair of Marketing (also known as the “Marketing Coordinator”) is a non-paid position on the Executive Board who oversees the marketing and publicity of the National Catholic Young Adult Ministry Association (NCYAMA) and its various projects, activities, and initiatives.

Executive Board Duties

The Executive Board is the central governance body of the National Catholic Young Adult Ministry Association comprised of five discerned roles (Exec Board Chair, Vice Chair for Networking, Vice Chair for Marketing, Vice Chair for Publications & Resources, and Vice Chair for Administration) with a USCCB Staff Liaison, an Episcopal Moderator, and the Executive Director. In addition to their specific tasks, the general purposes of this leadership body are:

- To vision and set goals for the future of NCYAMA and the young adult ministry field
- To elect and evaluate the NCYAMA Executive Director and continually respond to and advise him/her on the various tasks and projects that he/she is currently working on
- To organize, schedule, and approve the governance, financial, and logistical aspects of NCYAMA – and to select and hold accountable the lead agents, committees, and task groups within the national organization’s structure

The Executive Board meets monthly by conference call as well as by regular electronic communications. The Board can meet up to twice annually in person, but at least once per year in partnership with the annual meeting of the NCYAMA National Leadership Council.

Marketing Duties

The Vice Chair of Marketing is specifically responsible for:

- Developing and implementing a marketing plan for NCYAMA and its activities and initiatives, in cooperation with the Executive Board and the National Leadership Council
- Branding the organization and creating materials for display at conferences, events, and collaborative partnerships
- Working in partnership with the Vice Chair of Resources & Publications on the monthly NCYAMA e-newsletter and other national communication pieces
- Assisting in (or possibly leading) the publicity and marketing efforts for the various task groups, committees, regional initiatives, and events connected to NCYAMA, as needed

Executive Board Terms and Expectations

Executive Board members are expected to serve a two-year term and are discerned in the last quarter of every even-numbered year (i.e. 2010, 2012), with terms beginning January 1 of every odd-numbered year (i.e. 2011, 2013). Should this position be open due to an opening mid-way through a term, the new occupant shall serve the remainder of the previous term and then be eligible for renewal.

While there is no fee or cost to join the Executive Board, representatives are asked to pay for their own transportation and accommodations for any in-person board meetings. However, if an Executive Board member should travel on behalf of NCYAMA for a speaking engagement, representation at other gatherings, etc., those travel and registration costs would be covered by NCYAMA.

Each Executive Board member is expected to fulfill the duties of their job description (both in regards to the executive board duties and their specific charge) to the best of their ability.

Application Process

Schedule revised January 2012

- 1) Interested applicants should fill out the **Executive Board Member Application** and submit it to NCYAMA via email (info@ncyama.org), fax (815-834-4067), or mail (to Paul Jarzembowski, NCYAMA Executive Director, at the St. Charles Borromeo Pastoral Center, 101 W. Airport Rd., Romeoville, IL 60446).
- 2) **Application submissions will be due by January 31, 2012.**
- 3) The current Executive Board will discern the applicants in February 2012. This may include a follow-up phone call conversation with the applicants, if deemed necessary by the Board.
- 4) Once a candidate is chosen, they will be informed via phone call by mid-February 2012 and be asked whether or not they accept this decision. Since this position is filling a currently vacant seat, the person's term will begin immediately upon acceptance.
- 5) All other applicants will be notified by email or letter about the decision soon after the chosen candidate has accepted the position, no later than March 1, 2012.

For any additional concerns or questions, contact Paul Jarzembowski, NCYAMA Executive Director, by emailing paul@ncyama.org or calling 815.834.4047.