



POSITION DESCRIPTION

Position Title: Coordinator, Member Communities

Department: People & Strategy

Reports To: Sr. Manager, Member Communities

Supervises: Non-applicable

FLSA Status: Non-Exempt

Effective Date: March 1, 2021

General Description:

The Coordinator, Member Communities provides administrative and logistical support to Special Interest Groups (SIG) and related work. Works under direction of Sr. Manager, Member Communities. The position supports the increase of member engagement and professional opportunities with SIGs.

Key Responsibilities:

SIG Management:

- Maintains, tracks, and updates SIG member information, including rosters and other relevant lists, in AMS to ensure accuracy and completeness.
- Assists with communications and activities that drive attendance at SIG events.
- Schedules SIG leadership and subcommittee calls. Assists as needed with meeting summaries to be sent to SIG steering committees.
- Coordinates SIG ePoster presentation processes for TLM.
- Collaborates with other departments (such as Marketing/Communications, IT, and Education and Meetings) and prepares SIG-related materials for proper dissemination.
- Provides administrative and program support to the SIG steering committees and subcommittees.
- Assists in drafting and/or compiling meeting materials for meetings and conference calls.

Other Responsibilities

- Participates in SIG Steering Committee and AASLD Committee meetings and assists with completion of tasks as required,
- Attends professional association meetings as appropriate,

Other duties as assigned by Sr. Manager, Member Communities.

Education and Experience

- Bachelor's degree in relevant area, or other related field equivalent work experience. Some positions may only require an associate degree/technical diploma, or other related field equivalent work experience.
- The job requires 1-3 years of experience in a similar role.

Skills Needed in Position

- Ability to meet deadlines, handle multiple tasks and adjust workload to meet shifting priorities.
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook), Adobe Acrobat, and web-based services
- Overall comfort with technology and working in and learning different platforms.
- Communication skills: Skill in clearly and effectively communicating ideas verbally and in writing, including the ability to edit the writing of others. Commitment to keeping stakeholders informed.
- Planning and organizing skills: Skill in determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively.
- Customer service skills: Skill in providing the highest quality products and services that meet or exceed the needs and requirements of internal and external customers.
- Interpersonal skills and emotional intelligence: Skill in building and maintaining effective interpersonal and team relationships with a diverse network of colleagues inside and outside the organization, and with other relevant individuals with whom the organization works (members, the media, other organizations, funders etc.)

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the AASLD.