



## POSITION DESCRIPTION

**Position Title:** Manager, Member Communities  
**Department:** People & Strategy  
**Reports To:** Director of Member Communities  
**Supervises:** Non-supervisory role  
**FLSA Status:** Exempt

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### **General Description:**

Manages and advances AASLD's Special Interest Groups (SIG) strategy and programs. This position will oversee all areas of SIG programs and activities. Additionally, the position will support global CONNECT programs and related activities. This position reports to the Director of Member Communities.

### **Key Responsibilities:**

#### **SIG Management**

- Manages SIG Steering Committee calls and serves as main staff contact for SIG leaders/members on scheduling calls, developing meeting agendas, setting up Zoom calls, capturing minutes and other related duties.
- Works with Director of Member Communities and SIG leadership to support program content development, events, and related communications.
- Assists SIG Steering Committees with developing and implementing activities aligned with AASLD's strategic plan.
- Manages the annual SIG nomination and election process.
- Works with SIG leadership and Director of Member Communities to develop resources to promote AASLD membership.
- Monitors and maintains SIG membership in database and prepares regular reports to SIG Chairs with membership data and other requested information (i.e., program submission history).
- Works closely with SIG Steering Committees to promote the LIVER FORUM, by encouraging interaction among members through postings of events, literature, and other communication. Monitors SIG-related posts in LIVER FORUM for content and programming purposes.
- Assists with updating SIG web pages, sends out communication via AMS membership database, and the LIVER FORUM as assigned by Director of Member Communities.

#### **Education**

- Supports content development and organization of SIG-related meetings for sessions at The Liver Meeting® (TLM) and Digestive Disease Week (DDW).
  - Serves as a liaison to the Education/Meetings department for all networking session programs at The Liver Meeting (i.e., Meet the Experts, Community Conversations, Committee Meetings), and DDW.



- Coordinates with SIGs to facilitate content for webinars, conference sessions, and/or other educational offerings.

### **Global**

- Participates in monthly GOE meetings with the Director of Member Communities
- Manages key logistics for the Global CONNECT programs which includes:
  - Assisting in the development of the program with the Global Outreach & Engagement (GOE) Committee
  - Sending/tracking speaker invites
  - Collecting speaker biographies/headshots
  - Working with Direct Travel Agency to arrange speaker travel, as required.
  - Managing hotel/travel accommodation for speakers and working with Meetings Team as needed

### **Operations & Administration:**

- Streamlines and documents processes and procedures for all SIG initiatives and activities
- Performs annual review of processes and procedures and updates them as deemed appropriate and necessary to ensure perpetual business process efficiencies
- Other duties as assigned by the Director of Member Communities

### **Education and Experience**

- Bachelor's degree in relevant area, or other related field equivalent work experience.
- The job requires 3-6 years of experience in a similar role and relevant subject matter expertise.
- Requires knowledge of key programmatic, operational, and financial issues and priorities.
- Experience working with associations or other types of nonprofit organizations is a plus.

### **Skills Needed in Position**

- Strong aptitude with Microsoft Office (advanced skills in Word, Excel, PowerPoint, Adobe, and internet research skills).
- Working knowledge of membership databases, surveys/scheduling polls.
- 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.
- Strategic thinking and problem-solving skills: skill in anticipating future consequences and trends, making decisions congruent with the organization's strategic direction, mission, and goals, and developing new approaches to solve problems or improve processes.
- Planning and organizing skills: skill in determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively and ability to motivate others related to timelines. Must be able to work in a fast-paced multi-tasked environment.



- 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 (committee leadership, members, other organizations, vendors, 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 People & Strategy Department.*