



AASLD Position Description

Position Title: Coordinator, Membership

Reports To: Senior Director, Membership and Mentorship

Grade/Level: Non-Exempt

Work Schedule: Monday – Friday, 9 am – 5 pm

General Description:

The Coordinator, Membership is responsible for providing administrative and operational support to the Membership and Mentorship department.

Primary Position Responsibilities:

Administrative Support for the Senior Director, Membership and Mentorship

- Provide administrative and program support for the Emerging Liver Scholars Resident and Resident/Fellow Ambassador programs
- Assists Sr. Director with logistics of the Emerging Liver Scholar and Resident Ambassador programs
- Maintain Resident Ambassador program resource materials and distribute as required
- Support the Committee's review of program applications by maintaining the applications in the AMS
- Correspond with program applicants and awardees
- Survey Ambassadors upon completion of their events for program marketing purposes
- Assist Sr. Director in preparing Governing Board materials and reports

General Administrative Support

- Serve as primary contact for the general AASLD email inbox. Responds to all general inquiries via email, regular mail, or telephone within 24 hours. Forward all inquiries that require resolution by other departments to the appropriate individuals
- Assist department staff with administrative tasks for membership projects and programs, draft correspondence and maintain files and records
- Input and maintain member records in the AMS
- Inventory and order departmental supplies and materials
- Coordinate travel arrangements and prepare travel expense reports as needed
- Performs other duties as assigned

Special Interest Groups (SIGs)

- Provide administrative and program support to the SIG committees and subcommittees
- Assist Sr. Manager, SIGs in drafting and/or compiling meeting materials for meetings and conference calls
- Track SIG subcommittee and volunteer involvement in the AMS
- Work with assigned staff to assist with organization, implementation and evaluation of SIG webinars and other virtual and in-person events
- Assist Sr. Manager with the nomination and election process of SIG leadership
- Assist Sr. Manager with SIG related activities at The Liver Meeting®

Annual Meeting and Membership Meeting Events

- Ensure successful membership support at the booth during The Liver Meeting® and other assigned events
- Assist Manager, Membership Outreach and Engagement with exhibit logistics at meetings and events
- Assist with meetings and events planning and prepare materials to support external membership events

Education and Experience

- Bachelor's degree or equivalent
- 1 to 3 years' experience
- Association experience preferred

Skills Needed in Position

- Exemplary customer service skills and ability to collaborate effectively
- High-level interpersonal skills
- Strong written and verbal communication skills
- Strong editing and proofreading skills
- Ability to meet deadlines, handle multiple tasks and prioritize workload
- Highly organized and strong attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel and Outlook), Adobe Acrobat, and web-based services
- Database proficiency and experience with association management systems a plus.

Competencies:

Character Strength

Overcomes obstacles to getting the work done. Keeps promises and meets commitments. Demonstrates personal integrity in all interactions. Maintains confidence.

Composure

Uses techniques to manage stress so that it does not interfere with the accomplishments of the work. Maintains a calm demeanor even during stressful periods. Demonstrates the ability to accept criticism.

Emotional Maturity

Can accept decisions which go contrary to personal ideas and beliefs. Can accept compromise.

Interpersonal Skills

Demonstrates the ability to get ideas across through clear and logical communication. Demonstrates the ability to speak in public and prepare written correspondence.

Realistic

Strives for win-win outcomes. Accurately relays progress, obstacles, and opportunities

Teamwork

Takes an appropriate role in the team, leading or following. Accepts the decisions of the team.

Technical Skills

Applies education, training, and experience toward mastery of job requirements.

Verbal Ability

Communicates detailed or technical information clearly. Logically organizes ideas; gives open and honest feedback.