



## POSITION DESCRIPTION

<b>Position title</b>	<b>Membership Coordinator</b>	
<b>General description</b>	<p><b>ASPET is a not-for-profit membership organization whose members conduct basic and clinical pharmacological research for academia, government, pharmaceutical companies, bio-tech companies, and not-for-profits. Since our members work in a variety of different fields, the ASPET Divisions serve as a resource for our membership to facilitate interaction among members with similar areas of focus, share scientific knowledge and resources, and encourage professional growth. This opportunity within ASPET will work with the Membership team to provide customer support, with a focus on providing assistance to the ASPET Divisions.</b></p>	
<b>Reports to (title)</b>	<b>Senior Manager, Membership</b>	
<b>Department</b>	<b>Membership</b>	
<b>Status</b>	<b>Non-exempt</b>	
<b>Completed by</b>	<b>Matthew Hilliker</b>	<b>Date: July 6, 2020</b>

### Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	<p><b>Division Liaison</b></p> <ul style="list-style-type: none"> <li>• Provide meeting support for division executive committees, including regular teleconference scheduling, distribution of meeting materials, and communication with members; act as a liaison between division executive committees and staff</li> <li>• Coordinate division activities such as annual elections, committee reports, conference programming, and other events as requested</li> <li>• Maintain division records and documents, including standard operating procedures, committee rosters, and meeting minutes; ensure alignment with best practices</li> <li>• Work with the marketing department to ensure that division news updates, webpages, and social media are kept up-to-date; coordinate email requests</li> <li>• Facilitate communication across divisions in coordination with division leadership and communication officers</li> <li>• Organize and provide support for webinars and meetings for division leadership</li> <li>• Monitor and moderate <i>ASPETConnect</i> division communities to assist with questions, post discussions, manage library documents, and maintain professional dialog.</li> </ul>	70%



2	<b>Membership Support</b> <ul style="list-style-type: none"> <li>• Provide support for member queries through email and phone</li> <li>• Monitor and moderate <i>ASPETConnect</i> to assist with questions and maintain professional dialog.</li> <li>• Assist with member outreach and renewal campaigns</li> <li>• Assist with support for ASPET chapters and chapter meetings</li> <li>• Other duties as assigned</li> </ul>	30%
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**Incumbent is expected to perform other duties as assigned in support of organizational goals and the Society’s strategic plan, including travel to and support at the Society’s annual meeting.**

**Positions may be re-assigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.**

**Position requirements**

Required skills and abilities:

- Ability to establish and maintain effective working relationships with colleagues and superiors
- Ability to deal tactfully and diplomatically with members
- Ability to work effectively both independently and as part of a team
- Ability to effectively manage multiple tasks with competing deadlines simultaneously
- Excellent written and verbal communication skills
- Excellent organizational skills

**Required experience:**

Minimum of 2 years of experience in program support position(s), which may include office administration.

**Desirable experience:**

- Previous experience with non-profit organizations is a plus, particularly in the context of working with volunteers
- Experience with data management via Access or related platforms is also desirable

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
None			



<b>Knowledge &amp; Skills</b>	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> proficiency required: <input type="checkbox"/> <input type="checkbox"/>		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Organizational Skills	Expert
		Prof/technical		Written and Verbal Communications Skills	Expert
		College courses		MS Word	Proficient
	X	Bachelor's degree	Natural or Social Sciences, Education, Communications, Liberal Arts, Business or Other	MS Excel	Proficient
		Master's degree/ Ph.D.		PowerPoint	Proficient
	Other		Access or similar database management tools	Proficient	

<b>Internal and External Relationships</b>	Position	Department/Organization	Purpose of contacts
	Senior Manager, Membership	ASPET	Provide information, materials, and assistance as requested. Obtain guidance and direction on projects.
	Executive Director	ASPET	Provide information, materials, and assistance as requested. Obtain guidance and direction on projects.
	ASPET Division Leadership and Members	ASPET	Provide information, obtain input, and coordinate division activities.
	ASPET Staff in other departments	ASPET	Exchange information, collaborate on projects, and coordinate activities.



<b>Working</b>	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"><li>• Occasionally requires lifting materials of approximately 20 lbs.</li><li>• Requires computer work involving extensive use of keyboard, mouse and monitor.</li></ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"><li>• Dayshift hours primarily</li><li>• Occasional travel expected</li><li>• Travel and other work related assignments on weekends are possible.</li></ul>