



Physicians Caring for Texans

## TEXAS MEDICAL ASSOCIATION JOB DESCRIPTION

**DEPARTMENT** Alliance  
**TITLE** Administrative Coordinator  
**SUPERVISOR** Executive Director, Alliance

### BASIC FUNCTION

Assist in billing, dues processing, and maintenance of member data on database. Provide pre and onsite registration duties for TMAA meetings. Plan and coordinate services to APT (resident physician/medical student spouses). Assist with electronic communications. Provide support to county alliance chapters with special focus on community health initiatives. Provide staff support in all areas as needed.

### MAJOR RESPONSIBILITIES/TASKS

1. Assist with all TMAA membership activities including dues billing, collection, marketing strategies, and maintenance of database.
2. Work with APT (resident and medical student) alliance groups on membership development and special projects; coordinate arrangements for APT participation at TMAA and AMAA meetings.
3. Attend and provide staff support for meetings; handle pre and onsite registration for all TMAA meetings. Assist with First Tuesdays at the Capitol grassroots legislative activities.
4. Assist with community health activities working with county alliance chapters to enhance local community health initiatives, e.g. immunizations, bicycle safety, et al.
5. Assist as needed to update TMAA electronic communications including Web page, social media sites, etc.
6. Provide staff support to committees and councils as needed.
7. Assist TMAA Executive Director with financial accounting of budgets.
8. Support special projects as required.
9. Perform other related duties as directed or required.

### SUPERVISORY RESPONSIBILITY

Not applicable.

### INDEPENDENCE/SUPERVISION RECEIVED

Assignments are usually defined in terms of broad objectives and functions rather than in terms of specific tasks. They require independent judgment regarding development of new programs or support activities or direction and control of existing programs or support activities.

## **GENERAL QUALIFICATION REQUIREMENTS**

### **Knowledge and Experience:**

Requires basic understanding of a comprehensive field of knowledge normally associated with some college education and two years' experience. Prefer experience with association membership.

### **Skills and Abilities:**

Ability to understand and follow oral and written instructions and to deal effectively with other TMA employees and members. Must be organized and able to prioritize and handle multiple tasks. Must be able to work under pressure and multiple deadlines. Must have excellent oral and written communication skills. Able to plan work which requires analysis or interpretative thinking regarding major TMAA programs or functional areas and courses of action normal for a major TMAA program or functional area. Must be proficient in Microsoft Word and Excel. Knowledge of iMIS membership software recommended.

### **To Apply:**

Please go to [www.texmed.org](http://www.texmed.org)

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Follow the application instructions for consideration. Email completed employment application and resume to [resumes@texmed.org](mailto:resumes@texmed.org). No walk-ins, faxes or phone calls, please.