



TEXAS MEDICAL ASSOCIATION JOB DESCRIPTION

DEPARTMENT Association Management Services
TITLE Administrative Coordinator
SUPERVISOR Society Manager

BASIC FUNCTION

To provide support assistance for specialty society clients, society managers, and the department in an efficient, cost-conscious manner.

MAJOR RESPONSIBILITIES/TASKS

1. Maintain membership database on iMIS and membership status for societies by adhering to established procedures and bylaws (correspondence, information, acknowledgments, and changes).
2. Produce secretary/treasurer and committee chair reports as assigned for societies' business meetings and newsletters.
3. Coordinate dues billing (i.e.: ordering supplies, updating society information before ordering dues notices, and making arrangements for dues mailing and dues processing).
4. Process dues payments, address changes, new entries, computer reports and inquiries on iMIS.
5. Serve as a resource for society membership and respond to requests and inquiries of potential members, board members, and national society staff.
6. Coordinate annual society meetings and exhibits (including meeting announcements, brochures, badges, attendee lists, depositing of funds, coordinating exhibits and any other meeting related activities as directed or required).
7. Travel to society conferences to handle on-site meeting registration, meeting room set-up, exhibits, and to be the primary point person for conference while manager is unavailable in board and committee meetings.
8. Assist in coordinating newsletter production (typing copy and working w/graphic artist and printing department).
9. Serve as managing editor for website. Update and maintain society websites
10. Maintain society records, archives and files as needed.
11. Tabulate statistical reports and surveys.
12. Administrative tasks as assigned.
13. Track billable hours and produce weekly and monthly reports on Timeslips.
14. Perform other related duties as directed or required.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility.

INDEPENDENCE/SUPERVISION RECEIVED

Duties are performed independently to achieve assigned objectives; however, methods and procedures may not be specifically defined. Employee may be required to develop or research appropriate methods and procedures to be used.

GENERAL QUALIFICATION REQUIREMENTS

Knowledge and Experience:

Requires concentrated understanding of a specialized area of knowledge normally acquired through four years of high school, plus one to three years of college or vocational school, and equivalent experience. Several years of clerical experience is a plus. Accounting, association, and meeting planning experience preferred. Knowledge of medical education system would be very beneficial, but not mandatory.

Skills and Abilities:

Ability to understand and follow oral and written instructions and to deal effectively with members, staff, and the public. Must be very organized and able to handle multiple tasks. Able to manage projects from idea generation through final implementation and evaluation. Must be skilled in Microsoft Word, Excel, data entry, general office procedures and protocol. In addition, iMIS database and website maintenance skills a plus. Must have excellent writing and interpersonal skills.

To Apply:

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