



Physicians Caring for Texans

TEXAS MEDICAL ASSOCIATION JOB DESCRIPTION

DEPARTMENT TEXPAC

TITLE Membership Administrative Coordinator

SUPERVISOR Director, TEXPAC

BASIC FUNCTION

To provide administrative support to the TEXPAC department and assist the Legislative Affairs department and Division of Advocacy as needed.

MAJOR RESPONSIBILITIES/TASKS

1. Implement strategic membership plan as set forth by the membership committee
2. Correspondence to TEXPAC members including updates, follow ups and member recruitment
3. Corresponds with elected officials and their staffs
4. Assist in Political Research on Members and campaigns
5. Strategic planning for campaigns
6. Planning fundraisers and designated events
7. Plan and prepares for conferences
8. Supports Member Services for all donor levels
9. Handles clerical task
10. Staff TEXPAC booth at meetings
11. Handle daily clerical tasks.
12. Performs other duties as directed or required.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility.

INDEPENDENCE/SUPERVISION RECEIVED

Duties are performed under general supervision according to generally prescribed guidelines. Employee is responsible for judgment that is exercised regarding selection and interpretation of methods and procedures to be used personally.

The purpose of a job description is to describe the overall function and general responsibilities of a job. Job descriptions are used in hiring and training and to provide employees with a better understanding of employer expectations. Descriptions are revised as job responsibilities change.

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. Knowledge of the political process considered a plus. Must be willing to register as a lobbyist if needed.

Skills and Abilities:

Ability to understand and follow oral and written instructions and to deal effectively with other TMA employees. Must be organized and able to manage multiple tasks. Ability to plan work, evaluate facts, determine courses of action, and deal effectively with members and the public. Must type 60 wpm. Ability to meet deadlines while working with accuracy.

TO APPLY:

Please go to www.texmed.org

- About TMA
- Work at TMA
- Employment Opportunities at TMA

Follow the application instructions for consideration. No walk-ins, faxes or phone calls, please.