



Project Coordinator

Job Summary

The administrative support position requires a detail-oriented individual with organizational strengths and strong functional knowledge of Microsoft Office and databases, as well as good customer service skills. Strong oral and written communication skills, including accurate proofreading, are essential and will be utilized on a daily basis. The individual must be able to multi-task and handle the stress of deadlines. The position requires working in a team environment to facilitate the clients' needs and expectations.

Key Responsibilities

- Respond to email and phone inquiries about membership, meeting registrations, and general questions
- Provide general assistance to association members and nonmembers
- Provide routine updates and data integrity processes for client databases
- Administer surveys and monitor results
- Assist with travel fellowships and awards
- Assist with general communication efforts and publications
- Assist with general meeting preparation(s)
- Manage database registration and invoice payment process set-up and maintenance
- Prepare meeting letters and e-certificates
- Prepare variety of reports and materials, including financial, for administrative and meeting planning
- Provide administrative support and tracking for sponsorship and exhibit booth sales
- Assist Executive Director with various projects
- Provide customer service and support for various client programs
- Other duties as assigned
- Serve as back up to receptionist for lunch break as needed

Requirements

- BS/BA degree preferred (but skills are more important)
- Two years of work experience in a professional setting
- Travel to meetings is required (as applicable)
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times
- Must be able to access and navigate all areas of the facility and the sites of assigned client meetings
- In office with option of partial remote work after 6 months of employment