



Project Coordinator

(Support two scientific societies)

Job Summary

The 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 to support an established medical society and an emerging society in the ophthalmic imaging arena. Professional demeanor and appearance are important. Strong oral and written communication skills, including accurate proofreading, are essential. Good written, verbal, and proofreading skills will be used on a daily basis.

Requirements

- BS/BA degree
- Two years of work experience in a professional setting
- Occasional travel, possibly overseas.

Physical Requirements

- 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

Key Responsibilities

- Respond promptly and professionally to email and phone inquiries about membership, conference registrations, and other questions
- Manage member database and invoice payment process set-up and maintenance
- Process membership dues and provide assistance to member societies in understanding and following the dues billing process
- Maintain data confidentiality and use proper recordkeeping practices
- Administer online surveys, and monitor and report results
- Assist with travel fellowships and awards, interfacing with graduate students around the globe.
- Assist with general communication efforts and publications
- Prepare and email membership acceptance letters and similar documents
- Provide customer-facing service and support for various client programs
- Prepare a variety of reports and materials, including financial, for administrative and meeting planning purposes
- Establish and manage meeting registration and invoicing process

- Prepare broadcast emails for review and approval
- Ability to multi-task and handle the stress of deadlines
- Other duties as assigned