



Senior Project Coordinator

(This position supports the Society of Toxicology)

The Senior Project Coordinator works closely with component group leadership and individual component groups to manage their respective activities.

Committee Staff Liaison: Provide administrative support and assistance to a Component Group Collaboration Group, to assist them in following documented procedures and follow the Committee charge designated by board leadership.

The coordinator works closely with 8 Component Groups and interacts with the staff liaison for other component groups, all of which operate somewhat independently but must still comply with well-documented bylaws and procedures. With significant administrative support and assistance from the coordinator, component groups propose sessions for the Annual Meeting, host social and mentoring events during the Annual Meeting, exchange information via newsletters and online communities, provide travel awards, and participate in other scientific activities (including webinars on scientific topics).

The coordinator also prepares reports and materials to support board activities and other duties as assigned.

Supervisory Responsibilities: None

Requirements

- Bachelor's degree required
- At least 3+ years of progressively responsible experience in volunteer relations and/or customer service.
- Domestic travel to the Annual Meeting held each March

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the facility
- Must be able to lift 15 pounds at a time

Responsibilities

- Respond to email and phone inquiries about membership, conference registrations, and general Annual Meeting questions
- Process membership dues and provide assistance to client members
- 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

- Process membership and student affiliate applications
- Prepare email membership acceptance letters and e-certificates
- Provide customer service and support for various client programs
- Prepare variety of reports and materials, including financial, for administrative and meeting planning
- Manage database registration and invoice payment process set-up and maintenance
- Prepare communications for review and approval
- Management and production of client webinars
- Prepare variety of reports and materials for bi-monthly board meetings
- Manage documents from draft to final copy ensuring accuracy of content and proofreading for grammar and typographical errors
- Assist with planning and logistics for functions and activities
- Organize documents on the network according to established protocol and naming conventions
- Provide customer service to client and colleagues
- Write, edit, and proofread a variety of written materials
- Proven ability to multi-task and handle the stress of deadlines
- Work in a team environment to facilitate the clients' needs and expectations
- Facilitate quality committee work by tending to the details required by self and volunteers
- Participate in the annual budgeting activities, analyze historical reports to make projections
- Adhere to budget guidelines to fulfill fiduciary responsibilities of the client
- Other duties as assigned