

ASMI Project Coordinator / Member Relations Specialist

Position open @09-15-2019

General

Association and Society Management International (ASMI) is in Falls Church, VA and serves 10 not-for-profit organizations. Industries include trauma, emergency medical services (EMS), homeland security / emergency management, ballistics and manufacturing trade associations.

This position is for an association management professional with experience in project coordination and support and customer service. Responsible for coordinating successful execution of client objectives, including scheduling meetings, generating reports, staffing committees, and/or interfacing with client committees and board about activities.

This position is a permanent, full-time employee of ASMI. Work is supervised by the NASEMSO and EMAP Executive Directors.

Salary Range

\$42,000-50,000 salary plus competitive benefits for this permanent, full-time position.

Job Requirements

Positive attitude is critical to deliver superior customer service and to interact with staff team. Must be flexible, comfortable with multi-tasking and be able to adjust to rapidly-shifting priorities. Must be able to work with limited supervision and successfully within a team. Some travel may be required outside the Washington, D.C. area, perhaps up to four trips annually.

- **Knowledge** – The position requires knowledge of office operations; project planning and management.
- **Skills** – Employee must be extremely well-organized and task-oriented and be accurate with an attention to detail.
- Good communications skills, including writing skills are needed with success in customer service.
- Ability to identify with the EMS profession is desirable.
- Computer proficiency required, including Microsoft Office Suite software including Outlook, Word, Excel and PowerPoint. GoToMeeting or other webinar/teleconference software preferred.
- Experience with Association Management Systems (AMS) or other complex databases preferred. Be able to rapidly learn and use new software.
- **Education and Experience** – A Bachelor's degree is required along with relevant work in a non-profit, member-based organization, government or similar experience.
- Experience with social media management preferred
- Experience with grant coordination and proposal development preferred
- Experience in emergency medical services would be helpful for projects involving ASMI's EMS and trauma-focused clients.

Specific Tasks	Estimated annual hours:
<p>Project coordination (as assigned and on a per-contract basis)</p> <ul style="list-style-type: none"> • Workgroup management <ul style="list-style-type: none"> ○ Prepare and distribute invitations to participate in the project. Track acknowledgements of invitations. ○ Manage workgroup contact information database and/or mailing list. Keep database up-to-date for mailings, calendar invitations, meeting invitations, and more. • Meeting support <ul style="list-style-type: none"> ○ Liaise with Meetings Manager and hotel about dates, number of attendees, room set, and F&B as applicable. ○ Prepare travel instructions for in-person meeting participants. ○ Prepare, distribute, collect, and approve expense reimbursement requests as per GSA guidelines. • Contract fulfillment and documentation <ul style="list-style-type: none"> ○ Track and send reminders about project deadlines. ○ Submit deliverables to designated points of contact at the funding agency. ○ Compile, prepare and submit reports to funding agencies per contract requirements. Document report submission. ○ Document formal communications between the Association and the funding agency. ○ Archive a “project end kit” on the shared drive with deliverables, contracts and modifications, reports, etc. • Other administrative tasks as assigned by the Project Manager, Principal Investigator, and other project leadership. 	600
<p>Board of Directors and Executive Committee</p> <ul style="list-style-type: none"> • Attend all Board calls (second Thursday of each month at 2:00 PM ET) to include calling roll and taking minutes. Prepare, distribute, and archive Board meeting materials and minutes. • Attend all Executive Committee calls (every Friday at 11:30 AM ET) to include taking minutes. Prepare, distribute, and archive Executive Committee meeting minutes. • Maintain Board and Executive Committee mailing lists in Outlook. Update lists once a year immediately after leadership changes at the NASEMSO Annual Meeting. Update throughout the year as needed. • Coordinate invitations, RSVPs, travel arrangements, F&B, and meeting materials for Board and/or Executive Retreats. Attend Board and/or Executive Retreats, to include taking minutes and liaising with venue/hotel staff. 	300
<p>NASEMSO Washington Update</p> <ul style="list-style-type: none"> • Compile links and articles submitted by other NASEMSO staff into the MailChimp Washington Update template. • Distribute the Washington Update via MailChimp once a month. • Export the Washington Update to PDF and send it to the NASEMSO webmaster for archiving on nasemso.org. 	120

Specific Tasks	Estimated annual hours:
<p>Strategic partnerships and corporate membership</p> <ul style="list-style-type: none"> • Under the direction of the Strategic Partnerships Director, track and archive all sponsorship agreements, including terms, invoicing, and payments received. • Use industry and internet knowledge to seek out and engage new sponsor leads. • Help SP Director connect sponsors with relevant NASEMSO Councils and Committees. • Ensure fulfillment of sponsorship agreements. <ul style="list-style-type: none"> ○ Attend the NASEMSO Annual Meeting to ensure fulfillment of relevant sponsor entitlements, including but not limited to podium time, signage, handout distribution, and the Hexagon event. ○ Delegate entitlement fulfillment to other NASEMSO staff as needed (for example, to the staff supporting the relevant Council or Committee). • Ensure sponsorships materials are up-to-date, to include the Sponsorship Brochure and sponsorship page of nasemso.org. • Other tasks as assigned by the Strategic Partnerships Director. 	160
<p>General support</p> <ul style="list-style-type: none"> • Run GoToMeeting for virtual Association meetings as needed. May include starting the meeting early, logging in as an organizer, displaying materials, taking minutes, muting noisy callers, responding to questions in the chat box, and calling roll. • Administer and post to social media accounts, including but not limited to Facebook and Twitter. • Send invitations to the Regions for their recurring virtual meetings. • Maintain awareness of the priorities of the Councils, Committees, Regions, and Board through subscription to their listservs and occasionally attending their virtual meetings. • Provide graphics assistance for documents, presentations and other materials. 	200
<p>Proposal submission</p> <ul style="list-style-type: none"> • Assemble, proofread, and refine grant proposal materials to specifications. • Submit proposal materials to potential funders. • Archive proposal materials. • Follow up on proposal submissions as needed. 	120
Other duties as assigned. ASMI offers growth and variety.	TBD
Total	1,500

Annual hours indications for each task are estimates, and assignments may be adjusted. Full-time ASMI employees are expected to work 40-45 hours per week. (50 weeks x 42.5 hours = 2,125).

Professional Accountability

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.
- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.

- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.

Contact

Submit cover message and resume to ASMI Finance & Admin Director Barbara Tyeryar, btyeryar@asmii.net, 703-538-1782.

EBA drive:\ASMI\Job Descriptions\ Project Coordinator 2019-09.docx @09-08-2019