

Job Description

Job Title: Communications and Membership Coordinator	Job Code (to be completed by HR):		
Grade Level (To be completed by HR):	FLSA Status (To be completed by HR):		
Supervisor Title: Communications, Membership, and Editorial Manager	Department:		
Job Summary			
In 3 – 4 sentences, briefly but specifically, summarize the p	primary purpose of the work performed.		
The Membership and Communications Coordinator will be responsible for supporting the organization's membership and communication initiatives, including proofreading and editing items for the National Physical Therapy Examination, providing registration and communications support to meetings, managing membership tasks in Salesforce, and creating and disseminating various communications pieces.			
Essential Functions			
	most important first and the approximate	porces	togo of
List up to six essential functions of the job, indicating the time spent on each over the course of a year. Only list any (equivalent to half of a day per week or 5 weeks per year) of the spectrum of th	duties or responsibilities that require 10%		
1. Complete editorial and communications tasks in support of the assessment department, including editing items on the National Physical Therapy Examination and supporting volunteer meetings such as Exam Development Meetings and Item Writing Workshops.			
		50	% of Time
2. Coordinate several communications and registration-relation Workshop, the Leadership Issues Forum, and the Annual E		gulatory	
		30	% of Time
3. Assist with multiple communications-related tasks such a newsletters, and creating videos and promotional graphics.		itent for	
		10	% of Time
4. Complete tasks related to membership and volunteer management in Salesforce, including updating committees, handling groups in the community portal, onboarding members and volunteers, and providing some technical assistance.			
		10	% of Time
5.			
		0	% of Time
6.			
		0	% of Time
May perform other duties and responsibilities as assigned and participation in required training for role.	or directed by the supervisor. This may incl	ude atte	endance of
Total MUST equal 10	0%. If not, please adjust your entries.	100	Total

Supervisory	Responsibilities

Indicate the type and scope of supervisory responsibilities that most accurately describe this job. Select only one.

Direct Supervisor: Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries and merit increases; conduct employee performance evaluations.

Assigned Lead: May recommend the following: employee hiring, disciplinary action, and starting salaries; provide input on employee performance evaluations.

 \boxtimes Does not have any supervisory responsibilities.

Budget Responsibilities

(include grants, if applicable): \$

Select the item(s) below which best describe the job's involvement in the budgetary process. Select all that apply.

🛛 No Involvement	Plan/Forecast	Prepare	Approve	Monitor
Does the incumbent have	signature authority for pur	chasing? 🗌 Yes	🗌 No	
If Yes, please provide dollar amount: \$				
If job has budgetary respo	onsibility, please provide th	e budget amount for	which incumbent has pr	imary responsibility

Education

Indicate the **minimum level** of education generally necessary to effectively perform the job's essential functions. If a higher level of education is preferred, please indicate that as well. **Select only one educational level in each column.**

Preferred	Level of Education	Field of Study
	Doctoral/advanced degree	
\boxtimes	Master's degree	Liberal arts, English, Creative Writing, Journalism, or a related field
	Bachelor's degree	Liberal arts, English, Creative Writing, Journalism, or a related field.
	Associate's or vocational/ technical school degree	
	Vocational or technical training	
	High school diploma or GED	
		Doctoral/advanced degree Master's degree Bachelor's degree Associate's or vocational/ technical school degree Vocational or technical training

Other professional licensures, certifications, or designations required:

1 – 3 years

If experience can be substituted for the education above, please describe. 3-5 years of relevant experience, including editing or proofreading health and science-related content, drafting communications content, leveraging databases to manage members, and supporting events and meetings.

Work Experience

Indicate the **minimum level** of work-related experience required to effectively perform the job's responsibilities. This is not necessarily the same as the incumbent's experience. **Select only one.**

Less than 12 months	
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5 – 8 years

More than 8 years

Required Knowledge, Skills, and Abilities:

Describe the type and level of knowledge, skills, and abilities required to perform the essential functions of this job.

 \boxtimes 3 – 5 years

Must have expert knowledge of the English language (words, usage, grammar) and techniques for simplifying and clarifying technical or complex language. Must have demonstrated strong technology skills, preferably covering email distribution software, content management systems, event registrations, and databases, such as Salesforce. Must have good communication and feedback skills. Must take ownership of tasks and have good time management skills.

Physical/Environmental Demands

Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency. Select only one.

Office environment/no specific or unusual physical or environmental demands

Specific physical requirements or environmental exposures. If checked, complete the Additional Work Environment Questions in the Addendum

Work Hours and Travel

Select all that apply.

Work hours and location may be flexible under some		e circumstances	Can work early or late hours but most hours must be on-site and within core hours (10-4).
⊠ Full-time	Part time (specify number of hours per week)		
 ☑ Evening, holiday, or weekend work required ☑ Occasional, <i>please describe</i> 			
🛛 Regular, <i>please describe</i>	Staffing 6-9 mee	tings a year	
Periods of high volume/work load, <i>please describe</i>		May experience periods of heavy workload during rollouts and meeting preparation.	
Occasional travel required. Please describe distance, frequency, trip duration, etc.			

This general outline illustrates the type of work that characterizes the job. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications.

APPROVAL SIGNATURES (Typed name is acceptable for electronic submission)

Caitlin Jennings	Caitlin Jennings	2/13/2024
Supervisor Name	Supervisor Signature	Date
Appropriate Leadership Team Member Name	Appropriate Leadership Team Member Signature	Date