



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 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

List up to six **essential functions** of the job, indicating the **most important** first, and the approximate percentage of time spent on each over the course of a year. **Only** list any duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the job's time.

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-related tasks for FSBPT Webinars and the Regulatory Workshop, the Leadership Issues Forum, and the Annual Education Meeting.	30	% of Time
3. Assist with multiple communications-related tasks such as creating social media posts, drafting content for newsletters, and creating videos and promotional graphics.	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 or directed by the supervisor. This may include attendance of and participation in required training for role.		
Total MUST equal 100%. 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.
- Does not have any supervisory responsibilities.

Budget Responsibilities

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 purchasing? Yes No

If Yes, please provide dollar amount: \$

If job has budgetary responsibility, please provide the budget amount for which incumbent has primary responsibility (include grants, if applicable): \$

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.**

Required	Preferred	Level of Education	Field of Study
<input type="checkbox"/>	<input type="checkbox"/>	Doctoral/advanced degree	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Master's degree	Liberal arts, English, Creative Writing, Journalism, or a related field
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree	Liberal arts, English, Creative Writing, Journalism, or a related field.
<input type="checkbox"/>	<input type="checkbox"/>	Associate's or vocational/technical school degree	
<input type="checkbox"/>	<input type="checkbox"/>	Vocational or technical training	
<input type="checkbox"/>	<input type="checkbox"/>	High school diploma or GED	

Other professional licensures, certifications, or designations required:

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 1 – 3 years 3 – 5 years 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.

