

POSITION ANNOUNCEMENT

Position: Meeting and Associations Program Specialist

Organization Description: Suwannee River Area Health Education Center (AHEC) is a diverse, resourceful public health nonprofit. Our professional staff members seek to assist individuals who have basic health needs through community education, as well as train health professionals and health professions students to better serve their patients. Our mission is to promote and provide access to quality health connections for our community.

Job Description: This full-time position (40 hrs./week) will assist Suwannee River AHEC's Meeting and Association Services department by supporting the work with four membership associations and event management.

Duties and Responsibilities:

- Provide administrative support for the membership associations including, but not limited to:
 - Coordinate meetings by notifying participants of meeting dates and places, preparing, assembling, and distributing agenda/meeting materials. Attends meetings to take notes, draft initiatives discussed, circulate for revision/approvals.
 - Ensures board compliance through by-law management, nominations, etc.
 - Manage membership databases
 - Collaboratively facilitate association marketing, membership and communication efforts including but not limited to monthly newsletter development, website updates, promotional materials
- Create and manage event registration within CVENT, including creating courses, collecting payment, and registering attendees
- Communicate with program speakers regarding paperwork collection, forms, etc.
- Process licensure credit for medical practitioners CE credit within CE Broker and issue certificates
- Create online evaluations within Qualtrics and CVENT
- Attend meetings/conferences to provide support as needed – both virtually and in-person
 - Travel may be required, but ample notice is provided
- Assist with Meeting and Association Services Departments and other tasks assigned by Executive Director

Experiences and Skills Required

- Associates degree or higher preferred in public health, health education or event management
- Community engagement experience
- Program and event management experience
- Strong organizational skills and attention to detail
- Clear concise written and verbal communication skills
- Excellent organizational, interpersonal, and administrative skills
- Excellent work ethic matched by openness to feedback and collaboration
- Inclined to think and work independently, but also work harmoniously with a team
- Experience using software such as Zoom, Microsoft Suite, Qualtrics, Slack, Canva, Monday, Adobe Acrobat, and Publisher

- Must be self-motivated, self-sufficient, able to manage multiple projects, flexible, and able to work well under pressure
- Exemplary customer service skills
- Must be tobacco-free for 6 months prior to employment date and remain tobacco-free for duration of employment

Location

Our office which is located in Alachua, Florida.

Compensation

Suwannee River AHEC seeks to hire the best and brightest. We offer competitive wages (which are commensurate with experience) and benefits.

Equal Opportunity

Suwannee River AHEC is an equal opportunity employer. Background and reference checks are conducted on all prospective new hires.

Application Process:

Please submit your resume and cover letter to jobs@srahec.org by Monday, April 3rd.