

Communications & Projects Coordinator Position Description

@ 03-14-2022

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 full-time, permanent position is for an association management professional with experience in communications and project management. The role provides customer service to ASMI and its clients. Responsible for coordinating successful execution of client objectives, including communications campaigns, program planning, onsite staffing and follow-up. The role is primarily engaged in activities of the Emergency Management Accreditation Program (EMAP), International Association of Emergency Managers (IAEM) and the National Homeland Security Association (NHSA).

Job Requirements

- A Bachelor's degree is required along with relevant work in the non-profit industry, or ability to demonstrate translatable skills with similar experience.
- Excellent communications skills including writing skills are necessary.
- Candidate must be extremely well-organized and task-oriented and be accurate with an attention to detail. Must be comfortable with multi-tasking and be able to adjust to shifting priorities. Must be able to work with limited supervision and successfully within a team.
- Candidate also must be able to use Microsoft Office Suite software including Outlook, Word, PowerPoint and Excel.
- Experience with Association Management Systems (AMS) or other complex databases is a plus. Be able to rapidly learn and use new software.
- Experience with audio-visual equipment and applications is preferred.

Reporting

The position reports to ASMI Communications Director Dawn Shiley, with additional supervision by Executive Director Nicole Livingston and Assistant Executive Director Chelsea Steadman.

Specific Tasks

Estimated
annual hours:

800

Communications & Customer Service

- Work with Communications & Marketing Director to manage and execute promotional plans for various client projects including events, scholarships, virtual conferences, and other offerings.
- Manage social media accounts, produce graphics, and make postings per plans.
- Serve as on-site (or virtual) staff for selected events. Fulfill registration, ghost directing, exhibit and sponsor management, signage, communications, and related onsite coordination functions.
- Manage ASMI web content, make postings to maintain fresh content.

Specific Tasks

Estimated
annual hours:

Training & Assessment Activities (EMAP)

400

- Assist EMAP in conducting follow-up for on-site and virtual trainings
- Assist EMAP in conducting follow-up for webinars
- Assist EMAP in conducting follow-up for continuing education initiatives
- Database entry on training activities of EMAP volunteers
- Dissemination of EMAP electronic newsletter through listservs
- Dissemination of Press Releases and News via EMAP social media channels

- Distribution of Assessment Calendar to EMAP assessors to capture availability
- Assistance in outreach to potential EMAP assessors
- Assistance in Assessment Team development.

Project Coordination

600

Current projects include the NHSA Board, and the IAEM Poster Showcase. Tasks may include:

- Workgroup management
 - Prepare and distribute invitations to participate in selected client projects. 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
 - 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.
- Fulfillment and documentation
 - 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.

ASMI Corporate Duties

50

- Under the supervision of the ASMI president assemble, proofread, and refine business development proposal materials to bid specifications (usually 3-4 annually).
- Periodically attend local gatherings sponsored by hospitality partners to assist with identification of potential new talent for ASMI and to maintain industry relationships on behalf of the management firm.

Specific Tasks

General Assistance – other duties as assigned may include member support, marketing projects, IT management, website, corporate culture special projects and others according to employee’s skillset.

Estimated
annual hours:
200

Total 2,050

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.
- Maintain client work documents on the shared drive per ASMI’s document retention policy; regularly transfer files that might have been drafted offline / on individual desktop.
- Conform to all ASMI Policies & Procedures as defined in the Employment Manual.

Contact

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