

# PPAI JOB DESCRIPTION

## ***Advocacy and Member Engagement Coordinator***

### ***Provide a brief summary describing a successful job performance***

Advocacy and Member Engagement Coordinator provides administrative support and assistance for the department. Keen attention to detail is essential for this position. Must possess strong customer focus for both internal and external audiences. Be deadline driven and capable of juggling multiple projects simultaneously.

### **Reporting Structure**

Title of reporting manager: Director, Advocacy and Member Engagement
Department: Advocacy and Member Engagement

### **Job Status**

FLSA Status (Exempt / Non-Exempt): Non-Exempt
Compensation (Hourly / Salary): Hourly
Job Status (Full-Time /Part-Time /Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Start time flexible
Work Location: Position must work from HQ location

### **Job Discretion**

How many people does this position supervise: None
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

### **Essential Functions and Primary Duties (*list up to 10 most important points*)**

1. Provides administrative support to full department.
2. Provides logistical support for all department meetings and events.
3. Works closely with the Public Affairs manager in the development and delivery of all live advocacy events including LEAD and LEAD Local.
4. Supports the Public Affairs manager in the development and delivery of the annual Product Responsibility Summit.
5. Supports the Volunteer Engagement manager in the execution of the Board elections.
6. Supports the process, organization and logging in of all entries for all Association award programs.
7. Supports judging for both live and on-line including arranging travel/hotel accommodations, producing necessary nominee and judging materials, and preparation of official communications. Assists with finalist photography, award entry write-ups and other content for use in staging and printed publications for the awards on an annual basis.
8. Plan logistics and prepare agendas for monthly staff meetings.
9. Assemble and distribute all Board related documents and materials. Manage all Board related expenses.

10. Support the Volunteer program by maintaining the Fellows list, supporting Volunteer Day and Lifetime members.

**Secondary Responsibilities (*list up to 7 lesser important points*)**

1. Monitor and report website changes for consistency and accuracy.
2. Run multiple weekly reports for SAGE and iMIS.
3. Work with sponsors and manage the logistics for decorating and receiving product for department events, including meetings.
4. Post PC Today articles to the executive LinkedIn account.
5. Assist in maintaining a clean and effective database.
6. Provide travel arrangements as needed for all other department events.
7. Performs additional tasks as assigned.

**Association Wide Responsibilities & Values (expectations of everyone)**

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

**Education Requirements**

School/Certification Authority	Degree/ Certification	Major/ Minor
College or University: Preferred, but not required	BA	Communications, PR, Marketing, Management, Journalism

**Experience Requirements**

Type of Work	Years of experience	Depth of Experience
Administrative Assistance	5+ years	Experienced and professional administrative assistant with proven track record of attention to detail and strong organizational skills
Communications	1-5	Strong writing skills
Association or non-profit experience	1-3	Knowledge of non-profit structure and volunteer management
Event planning	1-2	Experience in event planning and logistics for medium size groups.

### **Knowledge, Skills and Abilities**

<b>KSA's</b>	<b>Years of experience</b>	<b>Depth of KSA's</b>
Organization of work and ideas	5	Keen attention to detail
Communications and interpersonal skills	5	Able to communicate effectively to internal and external audiences.
Proficient in Microsoft Office or other software	5	Able to work on most business software systems especially Microsoft and website formatting systems
Adhere to budgets	5	
Maintain high degree of confidentiality	5	
Meeting and Event Planning	2	Ability to work with professional event planners, provide on-site support and live events and pre-event support for participants.
Interact diplomatically with all levels of management	5	
Demonstrate service-oriented attitude in working with people. Be a team player.	5	
Be flexible and work well under pressure.	5	

### **Physical Requirements**

- \*Sitting: 6-8 hours daily
- \*Standing: 1-2 hours daily
- \*Lifting: up to 25lbs
- \*Pushing/Pulling: up to 25 lbs
- \*Bending/Stooping: minimal
- \*Extended work hours, extended weeks (endurance requirement): must able to work shows, training events and on-site events lasting from 1-15 hours per day.

### **Work Environment**

- \*Office environment: most days
- \*Trade show floor or event venues: upon request
- \*Temperature controlled: usually
- \*Travel: Must be able to travel