



## **Programs Administrator**

The Congress of Chiropractic State Associations (ChiroCongress) is seeking a highly personable and energetic individual who loves working with people and technology. We are seeking someone who is excited about the opportunity to serve with a fun and highly motivated team!

The Programs Administrator is a full-time position and reports to the Executive Director. Pay range is \$19-22 per hour depending on experience. As the Programs Administrator you will serve as a critical team player with ChiroCongress and support the organization's mission "to advance the chiropractic profession through innovation, research, and service to member associations".

ChiroCongress is the national association founded in 1969 to represent 50+ State Chiropractic Associations, their leaders (i.e., Executive Directors/CEOs and Boards of Directors), and their membership which includes over 30,000 Doctors of Chiropractic. ChiroCongress also provides administrative support to The Future of Chiropractic Strategic plan on behalf of the Chiropractic Profession in the US.

This is an at-distance position and will be performed out of employee's home office utilizing employee's own computer, phone, copier/scanner, and communications equipment. ChiroCongress will provide a variety of other necessary tools to perform the job including online communications platforms, project management services, renewable resources (i.e., office supplies), and other tools as approved by the Executive Director in writing.

### **Required Experience**

- Two years of experience working in a non-profit member association management organization or small entrepreneurial non-profit
- Demonstrated experience of working successfully at a distance in a virtual environment
- Strong customer relations experience
- Experience working with and providing support to volunteer led groups

**Required Skills** *(A technology/software and writing evaluation will be conducted in conjunction with interview.)*

- Excellent communication skills
- Strong organizational and time management skills
- Ability to troubleshoot, problem solve, and find solutions in a timely manner
- High level of comfort working in a virtual environment and confidence to learn new software and/or online platforms
- Experience with AMS & LMS platform(s)
- Highly proficient in Microsoft Office Products – primarily Microsoft Word and Excel
- Webmail (Office 365 is current platform)
- Experience with Zoom setup or equivalent virtual meeting tool
- Experience with Asana or equivalent online project management platform



**Added Value:**

- Experience working in the Chiropractic Profession
- Website management experience
- MailChimp or other email marketing platforms
- Adobe Illustrator, InDesign, Photoshop and/or other desktop publishing skills
- Experience with advocacy campaigns

**SCOPE OF WORK**

<b>Staff Communications and Admin 35%</b>
<ul style="list-style-type: none"> <li>a. Attend weekly staff calls</li> <li>b. Regularly monitor email and respond in a timely manner</li> <li>c. Utilize online project management tool (i.e., Asana) for workflow communications</li> <li>d. Communicate with ED and collaborate with team members as needed</li> <li>e. Order supplies and other tools as necessary</li> <li>f. Potential in-person meetings as mutually agreed to</li> </ul>
<b>Programs Administration – 55%</b>
<b>1. Member Programs</b> – Provide support you our 50+ state association members and maintain database with current leadership. Duties include:
<ul style="list-style-type: none"> <li>a. Membership Database Management</li> <li>b. Member support services and onboarding new members or new leadership</li> <li>c. Annual membership drive – renewals and solicitation of new members</li> <li>d. Develop advocacy campaigns and support materials.</li> <li>e. Maintain master calendar for member and organizational events</li> <li>f. Event setup and registration tracking.</li> <li>g. Virtual library management (videos and documents)</li> <li>h. Create on-demand conferences, seminars or other events for members.</li> <li>i. Develop strategic plan for expanding corporate alliance partner program, improving member benefit offerings, and increasing overall membership.</li> <li>j. Administer the corporate alliance program</li> <li>k. Develop proposals for new corporate alliance partnerships as needed</li> <li>l. Create online surveys and deploy</li> <li>m. Manage community forum and listserv</li> </ul>
<b>2. Future of Chiropractic Strategic Plan</b> – As a program administrator for the strategic plan, you will work with several volunteer-led workgroups and committees. Duties include:
<ul style="list-style-type: none"> <li>a. Attend strategic plan leadership and workgroup meetings. Work with leaders to create agendas, set up Zoom calls, take meeting notes, and provide other meeting support.</li> <li>b. Upload meeting recordings and materials to storage (YouTube and Dropbox)</li> <li>c. Assist leaders with updating and managing project management tools</li> <li>d. Coordinate internal and external communications</li> </ul>



e. Manage website and keep updated

**Benefits:**

- Work from home office
- 11 paid holidays
- Paid vacation begins accruing after 6 months of employment
- Monthly office allowance stipend
- Additional benefits may be added in 2022

Apply online at: <http://forms.chirocongress.org/view.php?id=58320>

**Include:**

- Letter of Interest
- Resume
- 3 Professional References