

Job Title: Community Engagement Specialist

Classification: Non-Exempt

Pay Grade: D

Reports to: Director of Community Engagement

Date: October 2024

Summary/Objective

The Community Engagement Specialist provides essential administrative, operational and programmatic support for APS volunteer groups (Sections and Interest Groups). The Specialist will collaborate with teams across the organization, playing a pivotal role in supporting our community and advancing our mission. This role offers an excellent opportunity to gain firsthand experience in nonprofit operations and build strong connections across the organization.

About APS Publications:

APS Publications are dedicated to the advancement of physiological research, examining major physiological systems from the cellular and molecular to the organ and system level. With 16 distinguished scientific peer-reviewed journals the program seeks to provide a best-in-class publishing service for our authors, reviewers, editors, and the physiology community.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide support for the Community Engagement department with a focus on volunteer group operations, activities and engagement.
2. Honors and Awards. Work internally with staff to prepare awards application processes. Provide excellent customer service for members in the awards processes. Work in partnership with subcommittees on the process of reviewing applications, selecting award recipients and post-award processing.
3. Meetings and Conferences. Collaborates with the staff to ensure Section and Interest Group special events at the Summit and specialty conferences are successful.
4. Marketing and Communications. Serve as the initial contact to provide marketing and communications support for Sections, e.g., reviewing newsletter drafts, keeping Marketing and Communications Toolkit up to date, updating online resources.
5. Governance. Maintain committee rosters and election materials for leadership positions. Tracks volunteers and their engagement.

6. Prepare initial Section financial reports for the director.
7. Coordinate virtual and in person meetings for volunteer groups.
8. Draft and edit informational reports on programmatic successes, challenges and opportunities for internal and external audiences; ensures data integrity and accuracy with all program work.
9. Provide exceptional customer service to members, volunteers and staff.
10. Collaborate with APS' staff to coordinate projects and facilitate communication among teams.

Competencies

APS seeks a motivated and organized individual with the following competencies:

1. Strong organizational and time-management skills, with the ability to handle multiple tasks and projects simultaneously.
2. Excellent written and verbal communication skills.
3. Team player who works well in a data and deadline driven environment.
4. Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
5. Ability to work independently and as part of a team.

Required Education and Experience

1. Minimum three years of experience working in an association/nonprofit organization.
2. Minimum of two to three years of experience supporting association volunteer programs, including volunteer committee operations, award nomination and selection processes, community engagement and outreach and meeting coordination.
3. Minimum two years of experience working in association management database systems.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

This position is a full-time, non-exempt position. APS offers a competitive salary with excellent benefits, including a 403(b)-retirement plan; holidays, generous annual and sick leave; medical, dental, and vision insurance plans; flexible spending; and life and short-and long-term disability insurance. **Where will you work?** We are a remote-first organization. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 - 3 times per week, others come in once a month. The key is to identify with supervisors what works best for staff to produce the best outcomes. The APS office is based in Rockville, MD (Washington DC metro area) and preference will be given to candidates from this area.

To Apply

All qualified applicants must send a cover letter, including salary requirements and a resume, to resume@physiology.org.

To learn more about APS, please visit: <https://www.physiology.org>

To learn more about APS Publications, please visit <https://journals.physiology.org>.

APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.