



Job opportunity at Status Plus LLC

Job title: Association Services Coordinator
Salary range: \$35,000 - \$50,000 annually
Hours per week: 40 (1FTE)
Location: Burnsville, MN

Who we are...

We make global connections for a healthier world! We are Status Plus, an international Association Management Company (AMC) with offices in the US and Europe. Since 1992, we have been focusing on providing high-end management services to professional non-profit medical and health care organizations. We have a proven track record of organizing numerous successful scientific and educational meetings, events, conferences, and symposia around the globe, both in-person as well as virtually.

Together with our clients we are committed to improving access to affordable and high-quality health care around the world. We do that by facilitating and supporting professional networks of health care experts around the globe who are focused on exchanging knowledge, skills, and expertise in a variety of health care disciplines. Our impeccable ethics combined with our high level of diverse expertise allow us to meet all our clients' needs and ensure that their success will always be our primary objective.

We are looking for diverse, talented team members who want to join us in our mission and want to contribute their unique qualities to help shape the future.

Your position...

As an Association Services Coordinator, you will assist with day-to-day operations of both national (US-based) and international professional medical associations. You will actively support and interface daily with (executive) management, association leadership (Board of Directors) and committees to provide continuous support, including the planning of their meetings, attending and recording the proceedings of their meetings, and ensuring that decisions and actions are being implemented and followed up. You will also be directly and indirectly supporting the associations' educational programs, including webinars, symposia, conferences, and other activities, both remotely as well as on site. You will maintain a high degree of client and member satisfaction & retention through consistent delivery of high-quality services. You will work under the direct supervision of our association managers.

You are able to work independently but thrive well in a collaborative working environment with driven and committed colleagues. As this is a highly visible position in the organization and as you will directly correspond with association leadership and members, you have excellent written and verbal communications skills in English. You also have, or are eager to develop, good knowledge of the (medical) fields and the core programs, strategic plans, operations, projects and activities of the associations you support. You feel comfortable acting in a truly international environment and with healthcare professionals, and as a consequence, you understand that a flexible attitude towards working hours is mandatory to succeed in this position.



What you'll do...

General / Overall

- Answer general phone inquiries using a professional and courteous manner, and direct phone inquiries to the appropriate team members.
- Reply to general information requests (mail, email or phone) with the accurate information.
- Work closely with and within Executive Committees, Boards, Standing and Ad Hoc Committees, Special Interest Groups, Members, Related Organizations, Affiliates, and suppliers and take care of related daily communications.
- Coordinate all requirements for Executive Committee, Board, Committee, Sponsor and Project meetings and provide on-site support.
- Prepare and coordinate the Associations General Assemblies (Business Meetings).
- Record proceedings of all meetings (minutes), register decisions and actions of meetings, distribute minutes and action lists and ensure appropriate follow up.
- Occasional evening or weekend work may be required.
- Occasional travel for meeting with clients at conferences may be required.
- Coordinate and support appointment, renewal and end-of-term communications to leaders and members.
- Support the maintenance of corporate records and files.
- Coordinate procedures related to special projects, awards, prizes and grants.
- Review and verify expenses, verify invoices and coordinate payments of invoices.
- Ensure that the databases for membership and meeting registration are kept up to date and accurate.

Communications

- Assist to engage and energize the associations' board members, committees, members, partnering organizations and funders.
- Maintain and improve communications, from web presence to promotional activities and external relations.
- Provide positive experiences for (potential) partners by being courteous and accommodating in person, over the phone and through written correspondence.
- Prepare presentations, reports, appeals, newsletters and other special mailings.

What you bring to us...

- You have a relevant Bachelor's Degree.
- You have at least 2 years of relevant working experience, preferably within the field of professional (medical) non-profit associations.
- You are organized and able to multitask and pays attention to detail.
- You are highly proficient in English.
- You have experience working with Microsoft Office Suite.
- You have experience working with website management systems (CMS, Joomla/WordPress).
- You have excellent verbal and written communications skills and well-developed interpersonal communication skills.



- You have the ability to work well in both functional and cross-functional team environments.
- You have the ability to work independently toward execution of projects initiated under direction of committee, other leadership teams and/or association manager(s).
- You have the ability to maintain organized paperwork, files, records, and originate routine correspondence in response to inquiries.
- You are willing to travel domestically and internationally.
- You feel comfortable in changing international environment.

In return, we offer you...

Opportunity for growth, a friendly and open working environment, a caring and diverse international culture, and other benefits supporting a happier and healthier you which include Health Insurance, Dental, LTD, STD, Life Insurance, PTO, 401k and a vitality budget.

Status Plus is an Equal Opportunity Employer. We do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Yes, we are looking for you!

Don't hesitate any longer and come on board! Send us an email with your motivation letter indicating why you are the ideal candidate for this position and don't forget to include your CV. Address your application to Jose Benitez and send it -or any query you may have- to hr@statusplus.com. Of course, you will always get a speedy reply from us and if you're shortlisted then we will further contact you during the selection process as well.