



Association Coordinator

Location: Burnsville, MN

Job Summary

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.

Key Responsibilities

- Reply to general information requests (mail, email or phone) with 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 coordinate 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.
- Coordinate and support annual committee and volunteer appointments, renewals and end-of-term communications to leaders and members.
- Help maintain 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 databases for membership and meeting registration are kept up to date and accurate.
- Answer inquiries using a professional and courteous manner, and direct phone or email inquiries to the appropriate team members.

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.

Salary & Benefits

We offer a competitive salary and benefits package, along with a friendly and open work environment that promotes work-life balance. You'll also have opportunities for growth and the possibility to work in a hybrid setup.



STATUS PLUS

About Status Plus

Status Plus is an international Association Management Company (AMC) with offices in the US and Europe. Since 1992, we've specialized in providing high-end management services to non-profit medical and healthcare organizations. Our mission is to improve global healthcare access by fostering networks of professionals dedicated to exchanging knowledge and expertise. We organize successful scientific meetings and events across the globe and prioritize ethical practices and client success.

How to Apply

To apply, please submit your resume and a cover letter explaining why you are the ideal candidate for this role. Send your application to Tessa Benitez at hr@statusplus.com. We look forward to hearing from you!