



JOB DESCRIPTION

Position: Membership and Communications Specialist

Classification: Non-Exempt

Reports to: Executive Director

Job Summary

Join an exciting, engaging company that provides a high level of professional and personalized customer service to our clients which allows them to achieve their goals. You will experience a positive, team-focused work environment while utilizing and growing your skills and talents.

Our team provides a highly responsive environment, which includes high expectations for meeting both strategic and operational tasks of our clients.

The Membership and Communications Specialist will provide support and direction to the Academy of Neurologic Physical Therapy. Responsibilities include extensive contact with members, work groups, website administration, social media, and other client materials creation/support.

Membership Support

- Maintain membership data records; including Partner Members
- Manage correspondence (mail, email, phone) and respond in a timely and professional manner;
- Partner with Membership/PR committee on activities; including attending committee meetings and supporting follow up action steps
- Provide quarterly Academy Journal with member subscription list in timely manner
- Manage Academy technology subscriptions including ZOOM, BOX, Survey Monkey, Canva, Constant Contact, Trello
- Provide support for annual election process as well as awards
- Manage annual membership anniversary project
- Coordinate periodic survey requests for client activities;
- Update membership dashboard monthly
- Provide new member data to SIGs

- Manage all ANPT volunteer/leadership roster updates; partner with Vice President on annual appointment of leaders, ensuring detailed information is correct
- Provide support for periodic membership networking or informational virtual meetings (HOD town hall, networking gatherings)
- Provide new ANPT work groups with basic orientation information (kick off meeting) to aid in their meetings and work
- Other duties or projects as assigned.

Communications Support

- Partner with Digital Communications committee & Director of Communications on member communications, including bi-weekly newsletter
- Ensure all ANPT nominations and awards processes are communicated and updated on website
- Provide routine analysis of Academy website and make updates as needed as well as supporting members with website updates
- Provide creative/innovative solutions to needs of work groups seeking to promote their products
- Create/update ANPT annual infographic on programmatic areas
- Maintain Academy social media calendar for timely postings from variety of work groups and Academy membership information; track data analytics of ANPT channels
- Provide podcast edit/support to various work groups
- Provide editing support for video files: ANPT creates short promotional videos, members create videos that may need review and final edits
- Partner with appropriate committee on plans to promote annual volunteer recognition and PT Month
- Produce quarterly ads to Academy Journal prior to publication deadline
- Create updated graphics for ANPT for various needs
- Serve as main point of contact for Academy work groups producing materials to be promoted and shared via website – may include some evening meetings to accommodate client schedule. Provide guidance on communications and promotions
- Adhere to Academy branding guidelines in all communications and ensure work groups do as well
- Produce marketing materials, conference brochures and other communications as requested and in timely manner;
- Track and oversee ANPT website domains renewals (in partnership with tech team)
- Manage any inquires for advertising with ANPT
- Attend and participate in new leader orientation
- Provide communications to notify ANPT leaders when at their term end (thank you/acknowledgement)
- Manage ANPT YouTube submissions/review process from work groups

Conferences Support

- Provide support for planning & execution of Academy Annual Conference including
 - Registration,
 - Communications,
 - Promotion plan as well as graphics & materials creation
 - Onsite support
 - Cadmium platform support
 - Volunteer management
- Create conference graphics and general materials for all events (CSM & Annual Conference)
- Create and update Annual Conference event website on Sitefinity platform
- Coordinate ANPT booth and plan for materials, giveaways
- Partner with ANPT SIGs on CSM planned events and giveaways
- Attend CSM and provide onsite support for meetings/booth
- Support processing of reimbursements and honorariums
- Assist SIGs with any poster awards at CSM/Annual Conference

Desired Qualifications

Association experience preferred.

The successful candidate will have:

- An Associate's Degree or higher or equivalent experience in Marketing, Communications, Journalism, Business or related field
- At least 2-3 years of experience working in marketing and/or communications, preferably with experience in consumer publications, social media and internet communications;
- Familiarity with print, video and web production
- Strong computer literacy skills including Microsoft Office Suite. An understanding of content management software a plus
- Strong familiarity with social media and other digital communications channels;
- Strong interpersonal skills, an ability to work productively with colleagues and the general public;
- Ability to manage multiple projects from inception to completion;
- Ability to effectively work and handle numerous tasks, matters, issues and assignments;
- Ability to produce professional project outcomes with minimal amount of errors; including spelling, punctuation and grammatical errors;
- Ability to set and achieve deadlines;
- Ability to occasionally travel nationally
- Ability to occasionally work outside standard hours as needed, including evenings and weekends; and
- Ability to lift 30 pounds
- Ability to stand and walk for long periods of time

About Us

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

GMP's Mission: To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

GMP's Vision: To make a positive impact globally by sharing our expertise, skills and resources with our partners.

GMP's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at www.gmpartners.org for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to cshellner@gmpartners.org