

## JOB DESCRIPTION



**Job Title:** Program & Events Project Manager  
**Reports To:** Senior Manager of Education & Advocacy  
**Status:** Exempt

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the actual position may vary as circumstances indicate or as determined by the Association. Working hours are primarily a day shift position but some evening and weekend work along with some travel within the U.S. will be required, as business needs dictate during peak times or events. Location: Washington, DC metro area, preferred.

### Summary of Position:

Under the supervision of the Senior Manager of Education & Advocacy, the Program & Events Project Manager position will also work alongside our Senior Manager of Events & Marketing and Reproductive Health Fellow. This position will dedicate 30-40% of their time to accomplishing abortion-related content, as well as lead and collaborate on several projects, programs, and events. This is a 1-year, full-time, grant-funded position. There is potential for continuation if the grant is renewed.

### Principle Duties:

- Embodies the values, mission, and core competencies of the Association at all times and positively promotes the Association's culture.
- Provides insight and thought leadership that will help accomplish the goals and objectives in the area of Education and Advocacy and Events and Marketing.
- Supports all internal team members following the Association mission and values while assisting in promoting the Association culture.
- Assists with marketing efforts and helps marketing plans for online events and convention.
- Promotes success of programs, events, and convention; improving the engagement while continually driving attendance goals forward. Analyzes each program and events success and makes marked improvements to continually further attendance and engagement measures.

### Reproductive Health Program Responsibilities:

- **AMSA Reproductive Health Scorecard & Research** - Assists Reproductive Health Fellow with the creation of the AMSA Reproductive Health Scorecard and AMSA Local Project Grants program, organizing the research component, production and promotion of the Scorecard. Also assists guidelines for local project research grants, recruit Chapter participants, oversees process, evaluation, and reporting.
- **AMSA Chapter Engagement Activities** - Responsible for developing guidelines for AMSA Chapter Engagement Grants, organizing issue education, media and advocacy training, networking, and clinical skills building local and statewide activities to foster communication and connections amongst chapters and like-minded allies in key states, and recruiting AMSA Chapters to participate. Works with Reproductive Health Fellow. Travel required.
- **Reproductive Health Scholars Program** - Assists with creation and shaping of this online program, to produce thought provoking content, recruit dynamic speakers and participants, assist with program execution, evaluation, and reporting. Coordinates with the Reproductive Health Fellow, and alongside the AMSA Academy Chair.
- **Reproductive Health Elective** - Assists Senior Manager of Education & Advocacy with program development and execution, logistics, faculty and student recruitment, evaluation, and reporting.
- **Reproductive Health Rotations & Mentorship Program** - Responsible for making connections with AMSA alumni and performing targeted outreach to abortion providers to join the AMSA mentorship platform to connect medical students and residents with abortion provision skills building opportunities. Develops outreach materials and engages students interested in building abortion care skills. Works with Reproductive Health Fellow.
- **Building Connections** - Support Senior Manager of Education & Advocacy with promoting AMSA visibility and increasing AMSA presence at family medicine/national network gatherings, and developing connections to key organizations working in the reproductive health space. Assist with opportunities to support their actions, to develop joint actions, to present at each other's conventions and to organize joint educational and networking events, as well as earned media, evaluation, and reporting.

### Additional Program Responsibilities:

- **AMSA Annual Convention** - Assists Senior Manager of Events & Marketing as needed on convention logistics and events to include but not limited to: event logistics, negotiation, speaker management, contract review, budget review, and pre and post-convention marketing.
- **General Program & Event Execution** - Collaborates with Senior Mgr of Education and Advocacy and Senior Mgr of Events and Marketing on program and event agendas, speaker management, provision of ideas, industry needs and trends, and any areas that will further advance the overall image and execution of programs, events, and convention.
- **International Medical Graduates (IMG) Series** - Oversees all aspects of AMSA IMG online series to include but not limited to: webinar logistics, speaker selection and communication, pre-event promotion, post-event review and follow-up and reporting on attendance with attendee feedback.
- **Leadership Program** - Takes an active role in working with the Education and Advocacy Fellow in managing the Leadership Program.
- **Residency Prep Program** - Oversees all aspects of this online Program to include but not limited to: management of live and recorded information sessions, registration and attendance of each session, pre and post event reviews, and reporting of attendance and attendee feedback.

### Secondary Duties:

- Assists with special projects as required
- Other duties and responsibilities as assigned

### Position Specifications:

#### 1. Essential Use of Following Tools:

- G Suite
- MS Office Suite (Word, Excel, PowerPoint)
- Various Social media platforms to include but not limited to: Twitter, Facebook, YouTube, Instagram, etc.
- MemberSuite AMS; Slack; SmartSheet

#### 2. Essential Training/Certifications:

- Bachelor's degree preferred
- 3-5 years of progressive responsibility (project management, program management, event planning, organizing, advocacy, etc.)

#### 3. Essential Skills/Knowledge:

- Expertise in all major business software applications (Microsoft Office etc.)
- Proficient with Google Suite
- Considerable skills in leadership and promotion of AMSA messaging
- Outstanding command of the English language
- Broad fundamental communication, networking and advocacy knowledge
- Strong knowledge in execution of meetings/exhibits programs, logistics, onsite and online event management
- Knowledge in budget management and conceptual understanding of meeting/exhibit costs to overall budget maintenance
- Delivery and development of online live and recorded programs
- Strong communication skills in written and verbal formats; showcases clear and concise manner
- Proficiency in project management to effectively manage schedules and deadlines for ongoing initiatives
- Ability to work as part of a team and to work independently; a self-initiator, versatile and able to navigate the intricacies of reporting to two different leaders
- Problem-solving skills
- Strong interpersonal and diplomacy skills
- Demonstrative abilities in collaborative team building and consensus
- Strong business and stakeholder relationship building experience
- Can articulate the Association's mission and share the importance of reproductive health rights for all women
- Demonstrated ability to be innovative and solutions-based
- Strong ability to prioritize multiple projects; works well and remains focused in an unstructured environment with changing priorities, requires minimal supervision
- Demonstrates strong attention to detail
- Excellent organizational and time management skills, able to plan and coordinate work in order to accomplish goals

**4. Essential Competencies/Behaviors:**

- Displays mature and professional demeanor, with common sense, and good judgment
- Self-motivated, member focused, strong interpersonal skills
- Demonstrates an understanding of the importance of the position for the success of the business
- Very positive, can do attitude at all times – motivating others, doesn't lose positive outlook often/easily
- Able to anticipate roadblocks and initiate appropriate processes that drive success
- Able to cope within a fast-paced work environment; perseveres with tenacity
- Ability to accept change and be flexible; focusing on action and outcomes
- Able to exercise discretion and independent judgment
- Must act with honor, character and integrity at all times

**I have read and received a copy of my job description. I understand that it is not all encompassing and may change with or without prior notice. I certify that I have all of the above certifications/training. I certify that I am capable of fulfilling all skills/knowledge and physical requirements, either with or without reasonable accommodation.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*