



# Communications Project Coordinator

## Mission of our Organization

NPA's mission is to provide leadership and support for the growth, innovation, quality and success of the Programs of All-Inclusive Care for the Elderly (PACE) model of care.

## What We Seek

NPA seeks a Communications Project Coordinator to support the association and the Communications department by managing communications projects. The position leverages various technologies and software products to support this work including iMIS, Higher Logic, Sitefinity, Wrike, Microsoft Office (SharePoint, Word, PowerPoint, Excel), Zoom, GoToMeeting, SurveyMonkey, Doodle, and other collaboration and project management applications as needed.

## Sample Responsibilities

- » Implements and configures member communications platforms to ensure NPA members have a consistent and high-quality experience using NPA platforms. Conducts annual quality assurance activities to ensure continued improvement.
- » Manages the communications design project management system daily and organizes asset files for communications projects.
- » Coordinates with NPA departments to plan and implement communications projects and member communications throughout the year.
- » Coordinates an ongoing review of existing website content with pertinent NPA staff members.
- » Assists with making website updates.
- » Manages distribution lists in the association's email marketing system.

## HIPAA

This position is not authorized to access, utilize or view protected health information (PHI).

## Knowledge, Skills, and Abilities

- » Excellent written, oral, and listening communication skills, including the ability to help bridge communications between "technical" and "nontechnical" people.
- » Strong project management skills to coordinate multiple activities and meet tight deadlines, while maintaining attention to detail
- » Collaborative team player who can work cooperatively with a wide variety of internal and external constituencies, including members.

- » Strong, iMIS, Microsoft SQL Server, and Microsoft Office skills; knowledge of or the ability to learn other software products (e.g., survey tools, collaboration applications)
- » Strong virtual meeting support and moderator skills (e.g., Zoom, GoToMeeting)

## Requirements

### Education

Bachelor's degree strongly preferred, or equivalent relevant experience.

### Experience

2+ years of applicable experience managing association membership data, supporting project planning and coordination, preferably in healthcare or older adult services related setting. Some experience with Microsoft SQL Server required.

## Working Conditions

Flexible, fully remote work arrangement or telework, offered; proximity to Washington, D.C. area preferred. Small, fast paced team environment with moderate noise levels. Normal sitting and standing activities for an office environment. Use of phones and computers for extended periods of time. Utilize office equipment and communication technologies for conference calls and teleconference meetings/webinars.

## Compensation and Benefits

- » Full-time, exempt position with competitive salary based on experience and qualifications.
- » Excellent benefits package; NPA pays 100% of the employee's premium for Medical (HMO and HSA; PPO paid at HMO rate), Dental, Vision, Short-Term and Long-Term Disability coverage, AD&D coverage, and Long-Term Care coverage.
- » Retirement savings plan
- » Generous paid time off program

## To Apply

Please submit a cover letter and resume at the link below.

### Apply Now

**Applications should be submitted by Friday, March 22, 2024.** Due to the large volume of resumes expected to be received, only those candidates selected for an interview will be contacted.

If you need assistance or accommodations submitting your application materials, please contact us at [hiring@npaonline.org](mailto:hiring@npaonline.org).

## NPA is an Equal Opportunity Employer

*NPA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type 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. We strongly encourage applicants from underrepresented groups to apply.*