

JOB DESCRIPTION: CONNECT & INSPIRE PROGRAM COORDINATOR

Description: The CONNECT & INSPIRE Program Coordinator supports the AMA Triangle's 9-month mentorship program (beginning in fall). Note: The 2021 CONNECT & INSPIRE Program will be virtual. As such responsibilities below will be customized for a virtual format.

Core Responsibilities:

- Assist with communications and programming activities for CONNECT & INSPIRE
- Assist with events day-of including welcoming guests, set-up and teardown, problem solving, and communication with vendor/venue staff
- Attend bi-weekly CONNECT & INSPIRE team meetings
- Collaborate with the Director of CONNECT & INSPIRE on creating and maintaining documentation and materials for mentorship program activities
- Administrative duties as assigned

Commitment:

- July 2020 - June 2021
- Serves 1-2 hours per week

Qualifications:

- Active AMA Triangle member (required)
- Excellent interpersonal and communication skills
- Ability to work cross-functionally, coordinating across a large, dynamic organization with multiple board members and committees

Support: Training for this position will be provided