



The North Carolina Academy of Physician Assistants (NCAPA) is recruiting a Membership Coordinator to provide support for PAs across the state. Join a team of committed staff and volunteers who are focused on making sure North Carolina is the best place to be PA. We are looking for an individual with a keen eye for detail, strong interpersonal skills, and an eagerness to share the value NCAPA and grow our membership. This is a great opportunity to support PAs, which are ranked nationally as one of the best healthcare professions.

Responsibilities include, but are not limited to:

- Implement and monitor member renewal, retention and recruitment activities.
- Process, enter and track renewal, retention, and recruitment data.
- Ensure accuracy of database information and stay up to date on database upgrades.
- Compile, analyze and provide reports about membership composition and trends for staff and board use.
- Maintain excellent customer service to foster strong relationships with members, nonmembers, and partners.
- Identify member recruitment and engagement opportunities and coordinate and/or attend events as directed.
- Create and maintain opportunities for PAs throughout the state to network and demonstrate the value of NCAPA.

Candidates must have:

- Minimum of Bachelor's Degree with an emphasis in communications, non-profit management, or a related field preferred. Equivalent combination of education and experience will be considered;
- A commitment to the value of the PA profession and the value of membership in NCAPA;
- Project management skills, including the ability to develop timelines, meet deadlines and stay within budget;
- Strong analytical, writing, verbal communication, and presentation skills;
- Excellent interpersonal skills with the ability to network and build relationships;
- Ability to handle multiple projects simultaneously, work independently and as part of a team;
- Understanding of the functions and components of a database management system to meet membership association management needs;
- Knowledge of and comfort with social media;
- Demonstrated proficiency using a database program and with Microsoft Office Suite, particularly Excel;
- Requires some statewide travel, attendance at out of state conference, and occasional evening and weekend work.

This is full-time 40 hour per week, non-exempt position. We provide employer paid health, dental, life, short-term and long-term insurance. For more information about NCAPA, visit www.ncapa.org.

To apply: Email cover letter and resume to emily.adams@ncapa.org with Membership Coordinator in the subject line. Resumes without cover letters will not be accepted. Only those selected for interviews will be contacted. Position open until filled. EOE.