



FPIN (Family Physicians Inquiries Network) is a national nonprofit organization. Since 1998, we have grown and published over 3,000 manuscripts in prestigious medical journals such as The Journal of Family Practice and American Family Physician. We currently have a national medical editorial staff that exceeds 35 and we produce our own journal, Evidence-Based Practice. When recruiting for new employees and interns, we look for people who thrive on giving 100% to make a difference in every project for which they are contributing. We are proud to offer a casual and fun atmosphere that still promotes the highest level of professionalism.

Important notes: This is not a remote position. It is located in Columbia, Missouri. Relocation support (albeit small) could be considered for the right candidate. Special consideration for those that submit a thoughtful cover letter specific to our job posting.

Our Executive Director/CEO is looking for her right hand to administratively support critical initiatives throughout the organization, coordinate membership department tasks, serve as office manager, and ultimately enhance the efficiency of our ED/CEO.

Job Title: Executive Assistant & Membership Coordinator

A sampling of duties include, but are not limited to:

- Co-manage executive's calendar
- Organize meetings
- Co-manage executive's email
- Represent the executive to internal and external stakeholders with professionalism
- Conserves executive's time by planning agendas, researching and collecting information, generating correspondence, and task follow-up.
- Membership database support (training will be provided)
- Manage automated invoicing system (training will be provided)
- Answer phones and offer exemplary member support
- Mail management
- Manage small office (4 onsite team members)
- Errands
- Logistics coordination (travel, events, etc.)
- Board book compilation
- Maintain compliance records (HR, grants, finance, etc.)
- Update website content
- Special projects
- Conference support
- Light administrative support for administrative staff
- Light administrative support for board officers
- Offers encouragement and sense of humor to workforce (internal team, volunteers, etc.)
- Execute recruitment and marketing plans
- Committee and task force support
- Travel when needed (3-8 nights annually)

Qualifications:

- College degree/commensurate experience
- Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint)
- 2 years prior experience in administrative support
- Experience in the medical/health/wellness field a plus
- 2 years experience in member relations a plus
- Nonprofit experience a plus
- Excellent references
- Great sense of humor
- Positive attitude
- Fulfilled by serving others
- Professional
- Task-oriented
- Action-oriented
- Team oriented
- Excellent verbal communications
- Excellent written communication
- Organized
- Good judgment
- Stellar attention-to-detail
- Creative
- Desire to make a difference
- Outgoing
- Self-starter

FPIN offers:

- Inclusive, supportive, and encouraging work environment
- Unparalleled opportunities to build up experience in the fields of customer service, executive administration, non profit management, marketing, public health, journalism, and business
- Paid Time Off
- Matching SIMPLE IRA retirement plan
- Medical Insurance/Health Reimbursement Arrangement
- Professional development opportunities
- Coaching and mentorship
- Paid travel (3-10 days per year)

Employees are strongly encouraged to be vaccinated for COVID-19 due to periodic travel to health centers.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.