# Position: Publications Coordinator & Admin Support Partner

*FPIN (Family Physicians Inquiries Network) is a national nonprofit organization. At the core of our community is a true desire to make a difference in the world. Our primary focus is to improve the health of communities by sharing the latest medical research in such a way that it can be implemented into clinical practice. In addition, we are committed to offering education and professional development to physicians, residents, and our employees. See* [*HERE*](http://columbiabusinesstimes.com/2018/10/29/a-passion-for-family-medicine/?fbclid=IwAR0DG9z4sq8ji0sdLf4Io-P2sYlXKxAakpCHC_HSMB8J9w3JH19nRnJtjfU) *for a recent write up about FPIN in the Columbia Business Times.*

**Key Accountabilities**



**Manuscript Coordination for PURLs and Clinical Inquiries**

**Priority:** 1

**Time Spent:** 40% - Tuesdays & Thursdays

**Duties:**

* Enforce manuscript guidelines
* Proofread manuscripts to ensure all submissions meet minimum standardization guidelines
* Coordinate automated submissions through an editorial management platform
* Coordinate email submissions manually through an Excel tracking spreadsheet
* Manage the peer review process
* Draft quarterly reports for the Board of Directors
* Schedule, coordinate, and facilitate monthly calls with editors
* Generate reports
* Create resource documents for authors
* Actively participate in document collaboration using Microsoft SharePoint
* Participate in meetings, trainings, and conference activities (some overnight travel required)

**Success Factors for 2019:**

* *PURLs – Ensure all manuscript and communication deadlines are met.*
* *Clinical Inquiries – Develop annual agreements collaboratively with each CI site.*

**Special Projects**

**Priority:** 2

**Time Spent:** 30% - Monday, Wednesday, and Friday mornings

**Duties:**

* Ensure that the action plans associated with the organization’s strategic plan are completed on time
* Offer administrative support to the lead people/teams accountable for each strategic priority in the organization’s strategic plan
* Support the administrative staff with task support
* Special project coordination and management as assigned
* Update website content
* Post social media announcements
* Offer administrative support for annual spring conferences

**Success Factor for 2019:**

* *100% strategic plan metrics slated for 2019 will be achieved on time.*

**Administrative Support**

**Priority:** 3

**Time Spent:** 27% - Monday, Wednesday, and Friday afternoons

**Duties:**

* Organize conference calls and agendas for the organization
* Coordinate the workflow to create quarterly board reports
* Ensure the administrative office runs smoothly, stays cleans, and is free from maintenance issues.
* Manage vendors (Example – office cleaner, carpet cleaner, plumber, IT consultants, etc.)
* Order office supplies
* Answer phones and support general member inquiries
* Outlook calendar management
* Arrange travel
* Act as the liaison for our IT support team to ensure that all technology issues are resolved in a timely manner

**Success Factor for 2019:**

* *Ensure that all agendas are developed and disseminated 24 hours in advance*

**Finance Committee Liaison**

**Priority:** 4

**Time Spent:** 3% - approximately ½ day one Wednesday per month

**Duties:**

* Accurately report the minutes from each quarterly Finance Committee meeting
* Draft quarterly reports for the Board of Directors
* Work with the Executive Director and CPA firm to create budgets and reports for the Finance Committee and Board of Directors
* Offer light accounting support to code the organization’s purchases to the appropriate expense lines
* Keep yearly receipts safe and organized
* Offer administrative support to the Finance Committee in their effort to meet annual goals

**Success Factors for 2019:**

* *100% of receipts are accounted for*

**Competencies needed:** Planning & Organization, Policies/Procedures/Processes, Teamwork Collaboration, Written Communication, and Adapting to Change.

**Requirements:** 4 year degree, stable job history, excellent references, and advanced proficiency with Microsoft Office Suite

**Compensation & Benefits:**

* Salary $40-45k commensurate with experience
* Employer sponsored HRA (Health Reimbursement Arrangement) in the amount of $3300 ($275/month) for employees with a spouse/family and $2700 ($225/month) for individuals. Funds can be setup to reimburse employees automatically for their monthly medical/dental insurance premiums or for co-pays and other expenses approved by the IRS.
* Paid vision insurance for the employee and their family.
* Matching 3% SIMPLE IRA
* Team oriented lifestyle and wellness program which includes annual biometric testing, fitness wearable, and $500 expense account for therapeutic massage, medications, gym memberships, and fitness wear, etc.