

# Minnesota Medical Association Job Description

<b>Job Title:</b>	Executive Office Associate (part-time)
<b>Reports to:</b>	CEO and Director of Finance, IT & CFO
<b>Date:</b>	July 2024
<b>Purpose Statement</b>	
This position is responsible for executive office administrative support services, including direct support for the MMA CEO, the Director of Finance, IT & CFO, and cross-organizational administrative support as assigned.	
<b>Key Result Areas</b>	
1.	<p>Provide administrative support for CEO and MMA governance functions</p> <ul style="list-style-type: none"> <li>• Arrange and schedule appointments and meetings for CEO</li> <li>• Maintain committee rosters for MMA Board of Trustees, Executive Committee, Governance Committee, Nominating &amp; Leadership Development Committee, and AMA delegation</li> <li>• Administer Board of Trustees management platform</li> <li>• Manage meeting administration and logistics for MMA Board of Trustees, including RSVP tracking; meeting site selection and coordination of on-site logistics; and meeting material preparation support</li> <li>• Manage post-Board meeting functions, including meeting evaluation distribution and results compilation; mileage/travel reimbursement coordination; policy documentation and tracking; meeting minutes preparation support</li> <li>• Manage annual leadership assessment process (Board/Delegation members)</li> <li>• Manage annual conflict of interest disclosure process</li> <li>• Coordinate AMA delegation travel and meeting logistics</li> </ul>
2.	<p>Provide administrative support for Director of Finance, IT &amp; CFO and related functions</p> <ul style="list-style-type: none"> <li>• Arrange and schedule appointments and meetings for Director of Finance, IT &amp; CFO</li> <li>• Maintain committee roster for Finance &amp; Audit Committee</li> <li>• Support meeting administration and logistics for Finance &amp; Audit Committee</li> <li>• Maintain defined HR employee records</li> <li>• Support MMA onboarding and offboarding processes</li> <li>• Support annual performance review process</li> <li>• Schedule and coordinate monthly staff meetings</li> <li>• Develop annual MMA holiday and do-not-schedule events calendar</li> </ul>

3.	<p>Provide cross-organizational administrative support</p> <ul style="list-style-type: none"> <li>• Process inbound US mail 1-2 times per week</li> <li>• Assist in processing of outbound MMA mailings</li> <li>• Serve as primary point of contact with office property manager</li> <li>• Monitor and maintain office supplies</li> <li>• Field and route inbound phone calls (main line), on rotation</li> <li>• Support MMA event operations as needed</li> <li>• Support event attendance tracking and CME certificate production and distribution as requested</li> </ul>
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<b>Job Specifications</b>
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**Education and Experience**

High school diploma plus post-high school education or training. Minimum of 5 years' experience in an administrative support role, including prior experience in support of executive leadership. Occasional evening and weekend work required.

**Knowledge, Skills, and Abilities:**

- Excellent oral and written communication skills
- Proficient in MS Office systems, including Word, Teams, SharePoint, and PowerPoint
- Ability to adapt and learn new office technologies
- Ability to maintain highest levels of confidentiality, honesty, and reliability
- Strong organizational skills and attention to detail
- Skill in providing excellent customer/member service
- Ability to interact professionally with physicians and organizational partners
- Ability to interact positively and constructively in a team-oriented environment
- Skill in exercising independent judgment with the ability to manage time effectively