

Department Coordinator

**American College of Nurse-Midwives  
Job Description**

**Job Title:** Department Coordinator  
**Incumbent:** N/A  
**Department:** Midwifery Practice, Education and Global Outreach (MPEGO)  
**Reports To:** Program Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** September 8, 2017  
**Approved by:** Tina Johnson, Interim Director, MPEGO  
Frank Purcell, CEO American College of Nurse-Midwives

**SUMMARY**

Provides full-time (0.8 FTE) administrative, logistic, financial and programmatic support to the Department of MPEGO's Director, Program Staff, Consultants, and Mentors. ACNM is EEOC compliant. A diverse pool of candidates is being sought.

Responsibilities include:

- handling travel arrangements and activities for director, staff, consultants, and mentors;
- preparing and reviewing travel advances and reconciliation of travel expenses;
- maintenance of department documentation for donor related projects;
- support for targeted activities of ACNM's volunteer structure and other member services;
- maintenance of staff calendar for travel and meetings;
- organizing meetings and producing meeting notes and reports;
- preparing quarterly Board of Directors and other reports as directed;
- providing ongoing updates to Director and Program Staff as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- 1) Attends to all queries by phone, email and letter.
- 2) Arranges appointments, meetings, conference calls, and domestic and international travel arrangements related to global projects and some domestic projects.
- 3) Supports the work of the department, i.e., administrative procedures, filing system, information searches and consultant roster.
- 4) Edits and formats trip reports and processes travel expense reports.
- 5) Develops, updates and maintains administrative and other non-project related files. Maintains electronic/hard copy files of trip reports to facilitate retrieval. Manages and monitors uploading of all pertinent documents to cloud server, maintaining and updating folder system.
- 6) Makes changes to departmental website when requested.
- 7) Attends to departmental inventories and subscriptions, including renewals, requests, follow up orders, and distribution of materials.,
- 8) Schedules staff meeting, takes minutes, and distributes minutes to all staff. Maintains staff calendar and travel board.

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- 9) Assists with the preparation of external presentations and meetings by formatting materials and slides, organizing information and facilitating report preparation and distribution. Coordinates collection and submission of time sheets.
- 10) Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no direct supervisory responsibility.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with a customer service focus. This position frequently requires working under pressure with numerous and often tight deadlines, sometimes after US business hours. The ability to track projects and activities of projects is essential. Individual must have strong written and oral communication skills. Individual will be communicating with staff from other agencies throughout the world and must be comfortable working with professionals from other cultures. This job involves close reading and formatting of professional documents so strong command of the English language and editing skills are important.

The requirements listed below are representative of the knowledge, skill, and/or ability required. This position is based in Silver Spring, Maryland.

### **EDUCATION and/or EXPERIENCE**

Minimum of an Associates' degree with two years related experience and/or training. Bachelor's degree preferred.

### **LANGUAGE**

Ability to read and comprehend complex instructions and correspondence. Ability to write and edit internal documents and publications. Ability to effectively communicate information in one-on-one and small group situations to customers, clients, and other employees of the organization. Project management experience preferred.

### **MATHEMATICS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

### **OTHER SKILLS AND ABILITIES**

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Computer proficiency (Microsoft Office, internet); interpersonal skills, organizational skills (multi-tasks); detail oriented; communication skills. Willingness to learn additional regulatory and process skills required of the job.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to type, finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance. Specific vision abilities required by this job include close vision.

The employee must occasionally lift and/or move up to 25 pounds. This position requires occasional packing and moving boxes for conferences and packing boxes that are mailed.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level and work interruptions in an office space range from low to moderate levels. The physical space is climate controlled and well lit.