

POSITION DESCRIPTION

1. General Information

Position title	Public Affairs Coordinator
Status	Non-Exempt, 37.5 Hours
Reports to (title)	Deputy Executive Director, Policy/Director, Public Affairs
Department	Office of Public Affairs
Date Posted	January 1st, 2017

2. Primary Function

Plans conferences and meetings, conducts research and outreach projects, supervises temporary employees and contractors, manages departmental finances, and distributes official communications for the Office of Public Affairs (OPA). Performs administrative functions in supporting OPA.
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3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	Publishes and disseminates <i>The Washington Update</i> ; manages the development of the <i>Washington Update</i> website.	20
2	Conducts research; creates charts, graphs, data compilations and fact sheets.	20
3	Plans and attends conferences and meetings; develops Board agenda, takes and prepares minutes and summaries.	20
4	Manages departmental database, expense records and purchasing. Performs additional administrative duties as needed.	10
5	Coordinates the design and production of public affairs factsheets, and works with counterparts across FASEB departments to ensure their publication and posting.	10
6	Coordinates official email communications on behalf of the FASEB public affairs.	10
7	Writes articles, press releases, and other content as necessary.	10

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.



4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
N/A			

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	x	High school	MS Office (Word, Excel, PowerPoint, Outlook)	C
		Prof/technical	Written/Verbal Communication Skills	C
	x	College courses (Bachelor's degree preferred, or equivalent combination of education and experience)	Meetings Management	C
		Bachelor's degree	Organizational Skills and Attention to Detail	C
		Master's degree	Customer Service Skills	C
	x	3-5 years related experience.	Data Management	B
		.	Software/Web Applications	B
			Adobe InDesign & Photoshop	B
			Ability to Prioritize	B
			Professional Phone Manner	B
			Writing/Grammar Skills	B
6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.		Drafting communications Negotiating with vendors Supervising temporary staff and consultants	
	Give two or three examples of decisions you refer to a higher authority.		Prior to contacting board members Prior to publishing and disseminating the newsletter Signing vendor contracts	
	Indicate any special policies, formal procedures, or precedents that guide your work.		OPA style guide FASEB financial policies	

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Executive Director and Sr. Executive Assistant	Executive Office	Exchanges information, plan meetings, review documents
	FASEB Staff	Financial Services	Manages financial record keeping
	FASEB Staff	Conference Center	Plans events and develop meetings
	Executive Officers and staff	Member Societies	Exchanges information, disseminate correspondence
	Board and Committee Members	Member Societies	Exchanges information, disseminates correspondence, coordinates travel expense reimbursement



FASEB

Federation of American Societies
for Experimental Biology

8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 20 lbs.• Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily• Travel and other work related assignments on weekends is possible.