



**Position Title:** Temporary Meetings Assistant

**Organization:** The American Orthotic and Prosthetic Association (AOPA) is a national trade association committed to providing high quality, unprecedented business services and products to O&P professionals. Since our founding in 1917, we have worked diligently to establish ourselves as the voice for O&P businesses. For more information on AOPA, please visit [www.aopanet.org](http://www.aopanet.org).

**Location:** Alexandria, VA

**Overview:** The American Orthotic and Prosthetic Association (AOPA) is seeking an enthusiastic Temporary Meetings Assistant (MA) looking to work in a dynamic work environment. This position is responsible for support tasks related to online education and preparation for our in-person annual meeting. They are also responsible for providing administrative support to the Meetings & Education Department. This is a full-time temporary, entry-level position reporting to the Director of Meetings and Education.

**Responsibilities:**

- Assist in moving education from Cadmium to Elevate
- Create 10-questions quizzes for each new course.
- Create registration in new Impexium system
- Move appropriate courses from Freestone to Elevate and set up registration for those courses in Elevate.
- Assist with data related meetings projects such as
  - adding ribbon indicators to 2024 Assembly Registration list
  - completing space assessment spreadsheets
  - creating Exhibit Prospect List, beginning with Florida centric companies

**Qualifications:**

- Non-profit and Meetings experience
- AMS and LMS experience
- Data Entry experience



- 50 wpm
- Experience in Microsoft Excel and Word
- Ability to think critically to develop questions based off recorded content
- Research skills
- Filing experience

#### **Work Environment:**

We are only seeking candidates who reside in Northern VA, DC, or MD area for this role.

AOPA maintains a hybrid in-office/remote work policy. Employees work two days per week in-office and three days remote. AOPA's staff is a highly collaborative team that depends on open communication, individual accountability, and our diverse expertise to serve our membership and the O&P community.

AOPA is an equal opportunity employer, committed to a diverse and inclusive workplace. We encourage candidates from diverse backgrounds to apply.

#### **How to Apply:**

Interested candidates should submit a cover letter & resume (in one combined PDF) to [HR@aopanet.org](mailto:HR@aopanet.org), with "Meetings Temp 2024" as the subject heading.