



AOPA Meetings & Education Coordinator

About AOPA

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.

Position Summary

This position serves as a key contributor in the development and success of AOPA online meetings and educational initiatives, providing pivotal support for the coordination and execution of six annual AOPA events, as well as various small meetings. This position is instrumental in enhancing membership engagement and facilitating impactful learning experiences. The Meetings & Education Coordinator position is full-time and reports to the Director of Meetings & Education.

Responsibilities

- Serve as a liaison for the Online Education Committee, collaborating with the committee to promote existing programs and create new online offerings, such as sponsored webinars, Business Certificate Program electives, and other virtual offerings
- Oversee the Business Certificate Program, including marketing efforts, follow up and support for current participants, the National Assembly Graduation Program, and collaboration with the Core Course University Partner
- Coordinate the set up of the virtual conference system post-National Assembly
- Coordinate AOPAversity content, ensuring all content is current and regularly updated from the Cadmium modules into Impexium; and credits are tracked and submitted to credentialing boards for participants
- Maintain the database, including setting up event setup, maintenance of committee lists, and the integration of Elevate data into the database
- Apply for CE credits for AOPA events, manage the submission of credits from events, and submit monthly AOPAversity reports to the accreditation boards
- Create and maintain reporting and analysis on event benchmarks, including overall statistics, industry standards, post-event evaluation trends, and prospect lists
- Provide Cadmium support through reporting and data entry
- Assist with logistics for all in-person meetings: National Assembly, Coding & Billing, Leadership Conference, and the Policy Forum
- Assist with catering and event venue selection for small meetings, such as the Summer Board Meeting, O&P Partner Event, staff retreats and events, etc.
- Process committee expenses
- Assist with program content channels: Preliminary and final National Assembly Program;
- Mobile App; Website

- Prepare materials for information booth, registration counter, and staff offices for in-person events
- Provide customer services to attendees regarding registration and program questions
- Assist with registration, including pre-registration for VIPs
- Maintain meetings supply inventory
- Organize and schedule meeting shipments

Skills & Experience

- Bachelor's Degree required
- 1-3 years' experience coordinating or managing association meetings
- Proficient with databases and data entry; Impexium experience is a plus
- Experience with submission software; Cadmium experience is a plus
- Proficient with Microsoft Office software (Excel, Word, PowerPoint)
- Experience with continuing education credits is a plus
- Positive, enthusiastic attitude and strong work ethic
- Excellent oral and written communication skills
- Ability to travel for 1-3 events a year

AOPA Benefits & Culture

AOPA offers a competitive nonprofit salary and strong benefits package, including: 100% payment of employee premiums for health insurance (medical, vision and dental), life insurance, and disability insurance. AOPA also offers health savings and flexible spending accounts; a 401(k)-retirement plan with employer match; a hybrid remote/in-office work policy; and generous personal, vacation, and sick leave.

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.

To apply, please complete both steps below:

1. Please [complete the questionnaire here](#), AND
2. Email your resume to HR@aopanet.org, with "MEC2024" as the subject heading.

Questionnaire Link: <https://forms.gle/s6DXx1Zz2huEB7rx8>