



## 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](http://www.aopanet.org).

### Position Summary

This position plays a key role in coordinating AOPA's online education initiatives, as well as supporting its in-person events. The role oversees major virtual offerings, including the AOPA Admin Advantage series, Sponsored Webinars, and the Business Certificate Program. This individual also provides pivotal support for the five annual AOPA events, as well as various small meetings. This position is highly active in the AMS (Association Management Software) and LMS (Learning Management Software), ensuring content is regularly updated, accurate, and aligned with program needs. The individual is instrumental in facilitating impactful learning experiences for the membership. 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 to promote existing programs and create new online offerings to support membership value
- Run the biannual six-week AOPA Admin Advantage Virtual Webinar Series – a 30-minute weekly virtual session. This includes setting up events in the AMS and LMS; hosting speaker rehearsals; managing Zoom Webinar setup and delivery; creating an on-demand recording option; tracking and assisting with registrations; and post-event evaluation and data collection
- Assist with the AOPA Sponsored Webinar offering, including speaker rehearsals, setting the event up in the AMS and the LMS, setting up and hosting the Zoom Webinar
- Oversee the launch of the virtual Fall Business Certificate Program, including participant support and reporting, setting up registration electives and the Zoom Webinars, arranging Graduation Program at the Assembly, and serving as the primary liaison for the Core Course University Partner
- Coordinate the setup of the virtual conference system post-National Assembly
- Serve as a co-host for virtual Coding and Billing meetings, setting up the Zoom Webinars and assisting with any Zoom support required
- Apply for CE credits for AOPA events, manage event credit submission and course renewals, and submit monthly AOPAversity reports to the credentialing boards
- Create and maintain reporting and analysis on event benchmarks, including overall statistics, industry standards, post-event evaluation trends, and prospect lists
- Manage content and data entry and workflows across the AMS and LMS
- Assist with logistics for in-person meetings: National Assembly, Coding & Billing, Leadership Conference, Summer Board Retreat, and the Policy Forum. Duties include registration and badges, preparing materials for the AOPA booth and registration counter, handling the meeting

shipment process, coordinating the Assembly Awards, and assisting with program content channels, such as the programs and app

- Provide customer service to attendees regarding registration and online education questions
- Collaborate with all departments to achieve mission, vision, and strategic priorities

### **Skills and Experience**

- Bachelor's Degree required
- 1-3 years' experience coordinating or managing online education content
- Experience with Zoom Meetings and Webinar
- Proficient with databases and data entry; Impexium experience is a plus
- Proficient with Microsoft Office software (Excel, Word, PowerPoint)
- Experience with learning management systems; Cadmium/Elevate experience is a plus
- Experience with continuing education credits is preferred
- Positive, enthusiastic attitude and strong work ethic
- Excellent oral and written communication skills
- Ability to travel for 1-3 events a year
- Knowledge of the O&P industry, or experience as an O&P administrator, assistant, fitter, and a CPO designation is a plus

### **AOPA Benefits & Culture**

AOPA offers a competitive nonprofit salary and strong benefits package, including coverage under AOPA's CareFirst health, dental, and vision insurance plans with 67% of individual premiums and 50% of dependent premiums paid by AOPA, and 100% employer paid life 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 Paid Time Off.

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 currently 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 all backgrounds to apply.

**To apply**, please complete both steps below **by Friday, March 13, 2026**:

1. Please [complete the questionnaire here](#), AND
2. Email your resume to [HR@aopanet.org](mailto:HR@aopanet.org), with "MEC2026" as the subject heading.

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