

Executive Initiatives Coordinator – Part-Time

About the Role:

The Executive Initiatives Coordinator provides administrative, operational, and project coordination support to the Executive Director and serves as a central organizational resource supporting the effective execution of priorities, commitments, and strategic initiatives.

The position coordinates executive office activities, maintains organizational accountability and project-tracking systems, supports sponsorship benefit fulfillment, and provides backup administrative support for human resources and accounting functions. The Executive Initiatives Coordinator works across departments and with sponsors, vendors, volunteers, and other external partners to facilitate communication, document decisions, monitor deadlines, and support timely follow-through.

About Us:

The American Association of Medical Assistants® (AAMA) is the oldest and largest association dedicated solely to the advancement of the medical assisting profession in the United States. Medical Assistants are multiskilled members of the health care team who perform clinical and administrative procedures under the supervision of licensed health care providers. AAMA is headquartered in downtown Chicago, with convenient access to public transportation. We offer competitive benefits and the opportunity to grow professionally!

Key Functions:

- Project and organizational coordination
- Executive office and special project support
- Coordinate fulfillment of sponsorship and partnership benefits
- Backup administrative support for HR, finance and accounting processes

KNOWLEDGE of:

- Administrative and executive support practices.
- Project and deadline coordination.
- Customer service and professional communication.
- Confidential records management.

SKILLS in:

- Organizing and prioritizing multiple assignments.
- Preparing professional correspondence, reports, and meeting materials.
- Coordinating projects, schedules, and deliverables.

- Communicating effectively with staff, sponsors, vendors, and volunteers.
- Utilizing Microsoft 365 applications and related office technologies.

ABILITY to:

- Manage multiple priorities while maintaining accuracy and follow-through.
- Work independently and exercise sound judgment.
- Maintain confidentiality and professionalism.
- Build positive working relationships with internal and external stakeholders.
- Adapt to changing priorities and organizational needs.
- Work collaboratively with all AAMA staff.
- Travel to onsite meetings as requested.
- Work hours beyond the regularly scheduled workday when needed.

Compensation and Benefits:

- Part-time hourly position with a starting rate of \$30/hour. 15-20 hours per week.
- 401K account after 3 months of service.
- Transit benefit program.
- Part-time employees accrue 40 hours of vacation and 40 hours of sick leave per calendar year.

Location:

Chicago, IL - potential for hybrid schedule of two days in office.

Minimum Position Requirements

EDUCATION AND EXPERIENCE

- Associate degree or equivalent combination of education and experience preferred.
- Minimum of three years of experience in executive support, office administration, project coordination, or a related field.
- Proficiency with Microsoft 365 applications, including Outlook, Word, Excel, Teams, and SharePoint.
- Demonstrated ability to manage multiple priorities and maintain confidentiality.
- Experience in an association, nonprofit, healthcare, or membership organization preferred.
- Experience supporting events, sponsorship fulfillment, or project tracking preferred.

ENVIRONMENTAL DEMANDS including:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS including:

- Sedentary office work although standing in work areas and walking between work areas may be required.

- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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.

Join the AAMA staff team as we support Medical Assistants!

To apply, send your resume to AAMA Hiring Team at spirani@aama-ntl.org.

AAMA is committed to provide equal employment and advancement opportunities to all individuals based on merit, qualifications, and abilities. The AAMA does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law.