

SOCMA POSITION DESCRIPTION

<u>Position:</u>	Coordinator, Programs & Operations
<u>Reports To:</u>	Senior Manager, Programs & Operations
<u>Department/Unit:</u>	Finance & Administration
<u>Date:</u>	December 2021

The Society of Chemical Manufacturers & Affiliates® (SOCMA) has supported and fostered the growth of the specialty and fine chemical industry for more than a century by delivering legislative and regulatory advocacy, promoting the highest levels of safety, and strengthening business intelligence and manufacturing operations.

POSITION OVERVIEW:

SOCMA has an exciting opportunity for an individual who is organized, creative and seeking to build skills in an office environment. As the Coordinator, Programs & Operations, you will work across departments primarily supporting meetings, events and data management.

You see yourself as an operational backbone, dependable and responsible for a variety of duties and have a special eye for order and efficiency. In the last week, you may have had to respond to emails, support meeting registration inquiries, schedule meetings, research travel arrangements, and organize work-related events, all while maintaining a positive demeanor and can-do attitude.

QUALIFICATIONS:

The role is outward facing and is suitable for a person who can provide excellent customer service and effectively manage his or her time. The ideal candidate must be comfortable in a fast-paced, dynamic work environment and possess strong communication and administrative skills. Occasional lifting (up to 50 lbs). Candidates should be fully vaccinated, as occasional domestic travel and interaction with industry is required.

PRIMARY RESPONSIBILITIES:

- Respond to email inquiries about meetings and webinars.
- Process and apply payments to membership dues, sponsorship and registrations.
- Help plan meetings, manage shipments, material ordering, badge printing.
- Upload speaker presentations to website and conference mobile app.
- Help maintain SOCMA websites and member data.
- Build an understanding of association data trends.
- Support in-office meetings, staff appreciation activities and SOCMA special projects.
- Assist with operational activities within the Finance & Administration department.
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent attention to detail, proofreading skills, problem-solving and business skills, especially in the areas of data administration and customer/client engagement.
- Proficiency with Microsoft Office required.
- Familiarity with CRM systems and data management.
- Adept at picking up new concepts and working with new technology.
- Comfortable taking direction and accepting feedback.
- Strong commitment to continuous improvement.
- Ability to adapt and take on new duties as needed.
- Astute at prioritizing responsibilities and delivering amazing customer service.

LOCATION:

SOCMA's headquarters is located in Arlington, VA. We offer a flexible work structure, with a hybrid schedule. Only candidates based in the DC Metro Area will be considered.

COMPENSATION:

The salary for this position will be in the \$45k-52k range, commensurate with experience. Benefits include 12 days of vacation (2 floating holidays), observance of major federal holidays, and a holiday office closure between Christmas and New Year's Day. SOCMA contributes 3% to retirement, provides tuition reimbursement, professional development and a flexible work structure.

APPLICATION PROCESS:

Interested candidates should submit a cover letter, resume, and salary requirements to jobs@socma.org.