



## **Education and Membership Associate**

**August 2023**

The Anxiety and Depression Association of America (ADAA) seeks a creative, flexible, technologically savvy, and entrepreneurial part-time Education and Membership Associate.

Candidates should be interested in membership programming, continuing education, marketing, and communications. The Associate will join a cross-functional team and will have the ability to learn all aspects of the organization. The position initially reports to the Deputy Executive Director.

The part-time hybrid work position is 24 hours a week, with one day per week in-person in the Silver Spring office.

### **Essential Job Responsibilities:**

#### **Education**

- Work with Business Development and the education team to help fulfill, coordinate, and manage co-created educational content, speakers, and programs supported by ADAA's sponsors and partners.
- Assist in the creation and fulfillment of public and professional webinar deliverables, including identifying, reaching out to, and coordinating with speakers.
- Assist with education-related administrative functions including managing website page updates, writing, and scheduling communication emails and social media posts.
- Provide backup for hosting live and recorded webinars.
- Assist in the management of accreditation process for professional webinars.
- Help develop a plan to increase webinar registration revenue.
- Help with posting/sharing of blog posts.
- Perform related duties as assigned.

## Membership

- Assist with membership-related administrative functions including managing website page updates, writing, and scheduling communication emails, and membership related social media content creation.
- Help develop, grow, and manage ADAA's institutional membership program by researching potential new members/organizations for outreach/engagement.
- Help develop and manage recruitment strategies to grow our international membership.
- Help create and manage special membership initiatives to grow our overall membership.
- Manage several of ADAA's special interest groups to support them in the development of blogs, infographics, and webinars.
- Perform related duties as assigned.

## Required Skills:

- Bachelor's degree.
- 3+years' experience in a non-profit association or similar.
- Strong writing skills and experience crafting marketing content.
- Project Management
- Experience working on education related projects.
- Experience working with volunteers.
- Exceptional ability to learn new technologies quickly and apply them successfully.
- Knowledge of Membership CRMs (Your Membership or similar), email marketing platforms (Informz, Pardot or similar), Salesforce or Raiser's Edge, Zoom, Drupal or WordPress a plus.
- Comfortable working with graphic desktop design (Adobe, Illustrator, Canva)

**To apply, email a resume and brief cover letter highlighting any relevant experience to [jobs@adaa.org](mailto:jobs@adaa.org) by September 20, 2023.**

**Job Type/Location:** This is a part-time hourly exempt hybrid work position. The position pays \$30.00 an hour and includes a comprehensive and robust pro-rated benefit and leave package. Travel to the annual conference may be required. ADAA does not pay for relocation expenses.

*\*Note: The ADAA office is in downtown Silver Spring, MD.*