

JOB DESCRIPTION

TITLE: Member Events Coordinator

DATE: January 2026

CLASSIFICATION: Non-Exempt

DEPARTMENT: Education

SUMMARY:

The Member Events Coordinator will report to the SVP of Education and Engagement and will be responsible for assisting the department by providing administrative support of the membership meetings and Professional Networking Groups.

ESSENTIAL FUNCTIONS:

- Assists VP of Events regarding the planning and execution of GHA's large membership events including: GHA Annual Summer Meeting, Center for Rural Health Annual Meeting and Annual Trustee Conference. This includes coordination of all registrations, external communications (brochure development and save the date notification) distribution of handout materials, name badge preparation and updating appropriate databases.
- Assists Manager, Professional Networking Groups regarding the planning and execution of the conferences for the Professional Networking Groups. This includes coordination of all registrations, sponsorships, external communications (brochure development and save the date notifications) distribution of handout materials, and name badge preparation.
- Assists Manager, Professional Networking Groups with respective newsletters and other electronic communications.
- Proactively handles issues and troubleshoots any emerging problems on event days and days leading up to on-site events.
- Travels onsite, as needed, to attend larger Professional Networking Group meetings and some GHA membership meetings.
- Interacts with hospital CEOs and senior leaders at large GHA meetings.
- Communicate daily with members, Professional Networking Groups' sponsors and GHA sponsors to coordinate plans for various meetings and sponsorship programs.
- Assists in the execution of a variety of informal, social and non-annual events.
- Maintains a strong relationship with hospital executives and assistants and other departments to maintain our databases.

EDUCATION:

High school degree.

Knowledge of office administration principles and practices acquired through previous experience and/or college-level coursework in office administration.

EXPERIENCE:

Five (5) years of Administrative Assistant or coordinator experience preferred

Experience in meeting management preferred.

KNOWLEDGE & SKILL:

Ability to accurately and consistently complete work on schedule and with minimal supervision.

Must be capable of handling multiple tasks and meeting deadlines independently.

Excellent verbal and written communication skills.

Excellent interpersonal and organizational skills.

Ability to exercise creativity to assist requestor.

Highly proficient with Microsoft Office Suite.

Excellent time management, communication, organizational and research skills required.

Must be a strong team player.

Continual attention to detail in composing, typing and proofing materials.

Frequently moves boxes, materials and audio/visual equipment weighing up to 50 pounds from the office to the car to the event location

Travel – up to 25%

Proficiency with remote, telework technology (Zoom and/or Webex & Teams) - experience working in a remote or hybrid environment is a plus

Equal opportunity employer as to all protected groups, including protected veterans and individuals with disabilities

DISCLAIMER:

This job description indicates the general nature and level of work expected of the incumbent. It is designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.