

JOB TITLE: Advocacy & Membership Coordinator
REPORTS TO: Chief Strategy Officer
ORGANIZATION: Michigan Pharmacists Association (MPA)
JOB TYPE: Full-time, Hybrid Remote/In-Person (Lansing)
SALARY RANGE: \$60,000-70,000 plus benefits

POSITION SUMMARY:

The **Advocacy & Membership Coordinator** supports the Governmental Affairs, Communications, and Membership departments, reporting directly to the **Chief Strategy Officer** who oversees each of these departments. This role will assist in the planning and execution of membership and advocacy events and campaigns while monitoring and relaying regular departmental communications.

Successful applicants will enjoy a flexible work schedule and hybrid remote/in-person work environment with two-three remote days authorized per week outside of specifically scheduled meetings, conferences and social events.

KEY RESPONSIBILITIES:

1. Advocacy Coordination Support:

- Assist in communications and scheduling between the Chief Strategy Officer, Michigan Legislative Offices, Government Departments, and multiclient lobbying contractors for advocacy-related meetings and events.
- Document relevant interactions between members, legislators, and staff within the Novi Association Management Software (AMS).
- Execute Pharmacy PAC fundraising outreach activities including, but not limited to, electronic solicitation, physical mailings, and social media outreach.
- Assist in planning activities and events for the MPA Government Affairs Committee and Pharmacy PAC.

2. Membership Administrative Support:

- Serve as the first point of contact for routine membership inquiries via phone and email, resolving standard questions directly and escalating complex or sensitive matters to other staff as needed.
- Prepare and mail welcome certificates to newly licensed pharmacists in Michigan.
- Perform data entry for new member records and membership updates in Novi AMS as directed.
- Maintain membership database hygiene, including contact updates, demographic corrections, duplicate record cleanup, and resolution of incomplete or outdated profiles.
- Pull standard member lists, counts, and rosters as requested by staff.
- Provide administrative support for recruitment and engagement initiatives, including materials preparation, mailing assembly, and outreach tracking.
- Support member survey logistics, including distribution tracking and response monitoring.
- Assist with campaign and event logistics as assigned, such as registration list management and materials coordination.

QUALIFICATIONS & SKILLS:

1. Required:

- Associate or bachelor's degree or equivalent combination of education and experience in business, communications, political science, or a related field.
 - Minimum of two years of administrative, event planning, legislative, or government affairs experience.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Teams).
 - Strong organizational and multitasking abilities with excellent attention to detail.
 - Ability to work independently and collaboratively in a fast-paced environment.
 - Excellent written and verbal communication skills.
- 2. Preferred:**
- Experience or background related to healthcare.
 - Experience with Novi and/or other AMS platforms.

POSITION DETAILS:

- 1. Job Type:** Full time, Hybrid Remote/In Person on a 36.25 hour work week. Successful applicants will enjoy a flexible work schedule and hybrid remote/in-person work environment with two-three remote days authorized per week outside of specifically scheduled meetings, conferences and social events. Mondays and Wednesdays, barring extenuating circumstances, require physical presence within the office.
- 2. Hours:** Flexible, with occasional evening or weekend availability for event coordination.
- 3. Compensation:**
 - Salary: \$60,000-70,000
 - Fringe Benefits:
 - **\$13,150** toward a cafeteria benefit plan which includes health, vision, and dental insurance.
 - Two weeks paid time off with regularly scheduled increases earned with organizational tenure.
 - Generous paid holidays and flexible time off following organizational events.
 - 401K with company match available after six months of employment.
 - Paid opportunities for travel and continuing education as appropriate to the position.
 - Opportunities for internal advancement based on skill sets, work performance and continuing education.

HOW TO APPLY: Interested parties should send a cover letter and resume/CV to Eric Roath, MPA chief strategy officer, at eroath@michiganpharmacists.org. Please include at least 2 references, at least one of them being a professional reference, that we may contact following the interview process.