



JOB DESCRIPTION

Position Title: Administrative Coordinator

Departments: Accreditation, Foundation

FLSA Status: Non-Exempt

Reports to: Director of Diabetes Ed Accreditation; Director of Development

Supervises: N/A

Last Reviewed : August, 2010

BASIC FUNCTION

Provides support to the Director of the Diabetes Education Accreditation Program (DEAP) and the Director of Development. Works with internal and external parties to organize the various components needed to initiate, run and conclude applications for the DEAP, AADE7 and Foundation programs. Duties include coordinating schedules and activities, placing orders for supplies and services, tracking progress and results, and departmental correspondence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accreditation Department

- Project coordination and maintenance of the Diabetes Education Accreditation Program (DEAP) and AADE7 database software.
- Monitors project deliverables and timelines, notifies Director when issues arise, and takes corrective action as needed. Resolves and/or escalates issues in a timely manner.
- Organizes, and facilitates program-related meetings, including the creation of agendas and preparation of materials.
- Serves as a resource for the DEAP/AADE7 programs for both internal and external customers. Provides regular written and oral reports of activity.
- Maintains current knowledge of program development, software development, client needs, budgetary parameters, and Federal requirements HIPAA/HITECH).
- Processes and reviews all incoming program applications to ensure platform documents (payment, application and supporting documentation) are all on hand and ready to process.
- Processes approved programs by generating welcome letter and certificate for each site and program. Builds and prints document packet to be mailed to program, e-mails new program supplemental copies of welcome letter and certificates, as well as support documents and explanation of maintenance of accredited program.

- Maintains DEAP Master program log (adds changes and removes programs as needed)
- Responsible for data integrity (regular audits for CMS, program log and website) to ensure ongoing data is correct on all levels.

Foundation Department

- Assists with preparation of grant applications for foundation and completion of on-line proposals. Provides progress reports and follows up with grant recipients.
- Actively supports Development Director with conducting Silent Auction item research, solicitation for donations, mailings, follow-up calls, and tracking of items for Annual Meeting.
- Regular maintenance of donor reports and lists, acknowledgement letters, and related correspondence. Orders award and donor recognition supplies
- Assists with the production and regular updates to various documents and publications, and the AADE Website as needed.
- Responsible for administrative duties including scheduling conference calls, organizing files and documents, incoming/outgoing mail, faxes, copying, and shipping. Also participates in relief schedule for Receptionist and Front Desk coverage.
- Supports Directors of both departments in preparation for Annual Meeting.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent time management skills required. Must be able to prioritize, and manage multiple projects and tasks simultaneously.
- Computer proficiency required. Should have database experience and knowledge of spreadsheets and creating/ running reports. Ability to troubleshoot technical issues.
- Must possess communication skills, written, verbal and interpersonal. Ability to communicate effectively with clients and team members in a supportive and professional manner.

EXPERIENCE/EDUCATION:

- Minimum of 2-3 years of administrative experience in a professional environment required. Experience working in non-profit organization or association preferred.
- First-hand knowledge of volunteer and/or fundraising experience a plus.
- Undergraduate degree and/or relevant college course work desired.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional day and overnight travel by air and/or automobile may be a possibility.

WORKING CONDITIONS

Majority of work performed in a general office environment.