



Association Manager (Part-Time)

Pay: \$20 - \$25 an hour

Job Description

MedChi is seeking a highly organized, self-motivated professional to serve as the **Association Manager** for one physician specialty society.

This position serves as the primary staff liaison to the association and is responsible for coordinating board activities, supporting physician leadership, managing day-to-day operations, overseeing membership services, planning meetings, and assisting with the organization's financial and administrative functions.

This is an excellent opportunity for an experienced nonprofit, healthcare, project management, or administrative professional seeking flexible part-time work that can complement a full-time position or consulting practice.

Essential Duties and Responsibilities

- Serve as the primary staff liaison for a physician specialty society managed by MedChi.
- Coordinate the day-to-day operations of the association.
- Support the Board of Directors and committees by preparing agendas, meeting materials, and minutes.
- Coordinate board and committee meetings, including occasional evening meetings.
- Manage membership records, communications, and member inquiries.
- Plan and coordinate educational programs, meetings, and special events.
- Monitor project timelines and ensure organizational deadlines are met.
- Assist with budget preparation, financial tracking, and bookkeeping activities.
- Coordinate with vendors and outside partners.
- Prepare professional correspondence, reports, and other written communications.
- Maintain accurate records using the association management system.
- Perform other duties related to the successful management of the association.

Compensation and Schedule

- \$20.00–\$25.00 per hour, based on experience.
- Approximately 10-20 hours per week.
- Flexible daytime schedule with occasional evening meetings.



The Maryland State Medical Society

- Hybrid work option available after six months of employment, subject to supervisor and CEO approval.

Job Type: Part-Time

Benefits

Part-time employees are not eligible for medical, dental, vision, retirement, or paid time off benefits but may receive benefits required by applicable federal, state, or local law.

Qualifications (Required)

- Bachelor's degree or equivalent professional experience.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to manage multiple projects independently with minimal supervision.
- Proficiency with Microsoft Office, including Outlook, Word, Excel, and PowerPoint.
- Ability to interact professionally with physician leaders, volunteers, and members.

Preferred

- Experience working with a nonprofit organization, professional association, healthcare organization, or membership-based organization.
- Experience supporting boards of directors or volunteer leadership.
- Experience planning meetings or events.
- Experience with budgeting or bookkeeping.
- Experience using an Association Management System (AMS) or customer relationship management (CRM) platform

If you are interested in applying, please submit your resume to Barbara Fitzgerald at bfitzgerald@medchi.org.