



PAC & Compliance Coordinator (Part-Time)

Pay: \$23 - \$25 an hour

Job Description

MedChi, The Maryland State Medical Society, is seeking a PAC & Compliance Coordinator to serve as the primary staff liaison to the Maryland Medical Political Action Committee (MMPAC) and to support MedChi's broader compliance efforts. In this role, you'll coordinate political contributions, fundraising, Board communications, and financial recordkeeping for MMPAC, while also assisting with compliance tracking, contract administration, and support for select MedChi councils and committees. The ideal candidate is highly organized and detail-oriented, comfortable working with financial and administrative records, and able to juggle multiple projects and deadlines with ease.

Essential Duties and Responsibilities

Maryland Medical Political Action Committee (MMPAC)

- Serve as primary staff support to MMPAC and its Board
- Manage and maintain records of contribution recommendations, contributions, fundraising activity, deposits, and financial transactions
- Coordinate contribution payments and attendance at political fundraising events
- Prepare and distribute contribution recommendation materials — candidate information, event details, and contribution summaries — for Board review and action
- Maintain contribution tracking spreadsheets and ensure accurate financial records
- Coordinate Board communications regarding contribution recommendations, meetings, fundraising, and political engagement opportunities
- Prepare presentations, reports, briefing materials, and meeting packets for MMPAC Board meetings, House of Delegates meetings, and other advocacy events
- Support compliance with campaign finance reporting and recordkeeping requirements

Compliance & Administrative Support

- Assist with compliance tracking for MedChi and affiliated entities, including filing deadlines, registrations, and reporting requirements
- Maintain organized compliance, governance, and contract records
- Track contracts, renewals, and key deadlines as needed



Committee Support

- Provide administrative support to assigned MedChi councils and committees — scheduling meetings, preparing materials, recording minutes, and maintaining records
- Track committee action items and assist with follow-up

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

- Experience in administrative support, bookkeeping, nonprofit administration, PACs, or a related field preferred
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and deadlines
- High school diploma or equivalent required
- Proficient in Microsoft Excel, Word, PowerPoint, and Outlook
- Ability to maintain confidentiality and exercise sound judgment

Schedule & Compensation

- Approximately 10–25 hours/week, with flexibility for occasional evening meetings and events
- Work location: Annapolis
- Compensation commensurate with experience

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