



JOB DESCRIPTION

Position Title: SME Network Coordinator

Department: Science and Practice: MATCH
Non-Exempt

FLSA Status: Full-Time,

Reports to: Director, Diabetes Care and Public Health Initiatives

Last Reviewed: Nov 2024

Supervises: N/A

BASIC FUNCTION

The SME Network Coordinator will be responsible for supporting all logistics and scheduling activities of the Subject Matter Expert (SME) Network, working closely with the SME Network team, learning strategists and Core 2 team, and responding within one business day to all communications from SME partners.

Will provide administrative support and assist with the coordination of various details associated with ADCES MATCH project initiatives and various strategies. Duties include producing reports, coordinating training, tracking program compliance, and summarizing information for review. The SME Network Coordinator will assist with the planning of meetings and events. Will also assist with producing monthly reports, invoice processing, logistics of meetings, preparing materials for presentations, coordinating schedules, and developing correspondence as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain program calendar, reports, files and related task list(s). Support Director, Manager and other team members to maintain detailed organization of files, contacts and tasks related to SME project initiatives.
- Serves as a main point of contact for the MATCH Initiative SME Network. Assists in developing and maintaining required documents and reporting pertaining to MATCH project to be shared both internally with ADCES leadership, and externally with funders, partners and key stakeholders.
- Assist and support technology (platforms for collaborative work) for SMEs.

- Provide assistance with meeting and event logistics including ordering, compiling and shipping of materials, drafting meeting materials and project correspondence as requested by SME Network Manager and/or other project leads.
- Receives, reviews and processes all incoming invoices, check requests, and expense reports. processing invoices and expense related documents.
- Assist with preparation of progress reports for internal and external audiences.
- Day-to-day coordination of project deliverables according to project timelines, notifying management when issues arise, and taking corrective action as appropriate. Resolve or escalate issues in a timely manner.
- Coordinates SME Network and Advisory Group meetings and events by developing agendas, minutes, and correspondence as requested.
- Will assist in marketing of MATCH project meetings and events.

KNOWLEDGE, SKILLS, AND ABILITIES

- Time management and organizational skills required; with ability to prioritize and coordinate multiple projects and tasks simultaneously.
- Must be detail-oriented, with ability to establish timelines and meet rigorous deadlines.
- Computer proficiency; experience with spreadsheets and creating/ running reports, ability to troubleshoot technical issues.
- Excellent oral/written communication skills.
- Customer service excellence required.

EXPERIENCE/EDUCATION

- Minimum of 2-3 years of experience in a professional environment required.
- Undergraduate degree and/or relevant college course work desired. Educational courses in Public Health, Evaluation, data systems or relevant field a plus.
- Demonstrated experience in data collection and/or data entry.
- Experience working in non-profit organization or association a plus.

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 requested.

WORKING CONDITIONS

Majority of work performed in general office environment. Office observes a hybrid work environment. Position requires participation and attendance at organization sponsored events and meetings out of state.