



Association of American Indian Physicians

1225 Sovereign Row, Ste. 103
Oklahoma City, OK 73108
(405) 946-7072
www.aaip.org

JOB TITLE: Manager of Communications and Events

SALARY RANGE: DOE / 40 hours a week – Grant funded

DURATION: October-September

OPEN PERIOD: Until Filled

HOW TO APPLY:

EOE with an Indian preference policy.

Please forward resume and Indian preference verification (if you are claiming preference) to Tom Anderson at tanderson@aaip.org

Position Description: Responsible for web-based and printed materials, continuing education hours for attendees, logistics for all AAIP public events and third party events, as well as other responsibilities as required or requested. Plays a critical role in the growth of AAIP by performing the following duties.

Essential Duties and Responsibilities include the following. Note: other duties may be assigned.

1. Collaborates with team in developing event budgets, marketing strategy, and a robust growth plan for all facets of facility, including advertising and public relations strategies, membership benefits strategies, and events.*
2. Develops monthly marketing/outreach summary of projects and deadlines.*
3. Tracks, assesses, and makes recommendations regarding event sponsorship and activities.*
4. Responsible for executing the tactics as outlined in the operational plan for AAIP that will enhance revenue growth for our mission.*
5. Responsible for website maintenance for all aspects of AAIP including social media.*
6. Responsible for executing marketing and communications plans, including project and event publications, social media for participant recruitment, and engagement at a national level.*
7. Manages calendar of social media outreach to ensure consistent and effective communication regarding internal and external activities.*
8. Works in FileMaker Pro, Constant Contact, Survey Monkey and other software to develop logistics, communications, collateral, manage databases, and track organization progress including special events and projects.*
9. Designs and produces collateral pieces for projects and marketing materials.*
10. Manages organization relationships and/or outside design talent when appropriate.*
11. Leads, directs, and manages events and logistics for all AAIP activities such as the Cross Cultural Medicine Workshop, Annual Meeting, Student Program Events, and other AAIP funded events.*
12. Recruits, empowers, and mobilizes volunteers.*
13. Answers phones.
14. Assists with bulk mailing projects.
15. Assists with administration.
16. Performs heavy lifting as needed.



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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office 365, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, grants.gov, FileMaker Pro, and Constant Contact. Knowledge and experience with organization's website.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; or equivalent combination of education and experience.

Knowledge, Skills, and Other Abilities:

- Community relations skills
- Networking skills
- Computer systems management skills
- Time management skills
- Professionalism
- Oral and written communication skills

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable



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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, talk or hear, and taste or smell. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.