



JOB TITLE: SME Network Coordinator

DESCRIPTION

The SME Network Coordinator will be responsible for supporting 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.

DUTIES AND RESPONSIBILITIES

- Maintain program calendar, reports, files and related task list(s). Support Director and other team members to maintain detailed organization of files, contacts and tasks related to SME project initiatives.
- Serves as a 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.
- Assist 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 the 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.
- Supports coordination of SME Network and Advisory Group meetings and events – agendas, minutes, and correspondence as requested.
- Assist in marketing of MATCH project meetings and events.

QUALIFICATIONS

- 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 or health organization, or association a plus.
- Time management and organizational skills required; with ability to prioritize and coordinate multiple projects and tasks simultaneously.



- Must be detail-oriented, with the 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.

PHYSICAL DEMANDS & WORKING CONDITIONS

Work requires 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.

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.

TOTAL REWARDS

This role is an hourly non-exempt position, paid on a bi-weekly basis, 37.50 hour/per week work schedule.

The salary range for this position is **\$44,00- \$53,000** and is a good faith estimate based on industry and geographic market compensation data at time of posting, internal equity and organizational budget. Base salary offers are determined by candidate qualifications, relevant and applicable work experience, position specific skills, credentials, etc.

Our total rewards program is designed to reward and retain talented individuals who deliver exceptional service to our members and business partners. This includes:

- 401k plan - employees are fully vested at 100% from the first day of employment with ADCES contributing 6% of an employee's salary to the employee's 401(k) account.
- Comprehensive benefits package including Medical, Dental, Vision, Disability & Life insurance coverage, Flexible Spending Accounts (FSA), Employee Assistance Programs, Cariloop caregiver support, and a Pre-tax Commuter Program.
- Generous paid time off that includes minimum 2 weeks of vacation annually, 11 paid holidays, and 10 personal/sick days per year.
- Professional development, tuition reimbursement policy.
- Flexible hybrid work schedule environment, summer hours and casual dress.
- Discretionary incentive bonus program.

HOW TO APPLY:

To apply for any of our open jobs, please forward your resume and salary requirements to our email: hr@adces.org.

ABOUT THE ORGANIZATION:



The Association of Diabetes Care & Education Specialists is a multi-disciplinary professional membership organization dedicated to improving diabetes care through education.

With more than 11,000 members including nurses, dietitians, pharmacists and others, we have a vast network of practitioners involved in the daily treatment of people with diabetes.

Collectively, our alliances, member practitioner networks and academic partners uniquely position ADCES at the locus of change for the future treatment of diabetes.

The Association of Diabetes Care & Education Specialists is located at 125 S. Wacker Drive, Suite 600, Chicago, IL 60606.

ADCES is proud to be an Equal Opportunity Employer. We encourage and support diversity in our workforce.