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**Job Description for:**

## *PAC CoordinatorMember Networks & Legislative Advocacy Business Unit*

*Non-Exempt*

### Reporting Structure

The PAC Coordinator reports to the Director, Congressional Affairs.

### Qualifications

Bachelors’ degree or equivalent experience required with 1+ years’ prior association and/or legislative experience strongly preferred. Knowledge of the legislative process with interest in healthcare policy highly desirable. Professional demeanor required, with strong oral and written communication skills, and the ability to convey concepts clearly. Must be able to interact effectively with AAO-HNS members, AAO-HNS staff, staff of affiliated organizations, Members of Congress, and Congressional staff. Must be detail-oriented with excellent organizational and interpersonal skills, as well as possess proactive problem-solving abilities. Familiarity with Microsoft Office Suite, particularly Word and Excel.

### Key Responsibilities

* Assist in the management of ENT PAC, the AAO-HNS’ political action committee.

### Specific Duties

* Process ENT PAC receipts and record in PAC database (Vocus).
* Prepare ENT PAC disbursements and/or check requests.
* Monitor and update the ENT PAC website as appropriate.
* Assist PAC Director in member fundraising efforts for ENT PAC, including: preparation of solicitation materials and member correspondence.
* Coordinate purchase of various PAC-related supplies and marketing items.
* Assist PAC Director in creation and distribution of the annual ENT PAC Investors Report.
* Identify content for ENT PAC political eNewsletter, the ENT PAC Pulse.
* Prepare all PAC-related compliance reports for approval by the PAC Director.
* Coordinate various newsletter submissions for Business Unit.
* Process and track expenditures for the Business unit, via required internal purchasing-card processes.
* Support departmental efforts for the AAO-HNS/F Annual Meeting, and all other applicable meetings. Occasional evening and weekend duties may be required, with some travel necessary.
* Participate on an internal team, either through formal assignment, and/or on an ad hoc basis.
* Perform other administrative or support efforts as assigned.
* Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.
* Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.