

THE SOCIETY FOR THE SCIENTIFIC STUDY OF SEXUALITY (SSSS)

Membership/Conference Coordinator Job Description

Summary of Position:

Working remotely, under the direction of the Director of Operations, the Membership/Conference Coordinator(s) is responsible for the day-to-day functions of The Society to include correspondence, maintain/update database, maintain/update website, create promotional material, provide administrative tasks for all events, work with committees on membership programs, and assist with social media.

Membership/Conference Coordinator Duties and Responsibilities:

- **CORRESPONDENCE:** Respond to emails from SSSS members, conference registrants, and general public. Compose professional letters for members and conference registrants. Create and send emails and surveys to SSSS members, conference registrants, and the sexual science community.
- **MEMBER SERVICES:** Update and maintain member database and member programs via the member portal and website, which includes attending committee meetings to ensure online forms, website, etc. reflect the member benefits and programs.
 - **AWARDS AND GRANTS:** Set-up database/website to collect nomination material for all awards and grants. Review submitted nominations to ensure guidelines were followed. Set-up the review process for all awards and grants to include the material for each nominee. Oversee the review process to ensure the committees/subcommittees complete the reviews in a timely manner.
 - **NOMINATIONS and ELECTIONS:** Set-up database/website to collect nomination material for all open positions. Review submitted nominations to ensure all material was received. Request information from each approved candidate and create election ballot(s). Send election ballot(s) to SSSS members to vote.
 - **CONTINUING EDUCATION (CE) PROGRAM:** Stay up to date with policies, procedures, and requirements for each of the continuing education organizations. Collect CE material from presenters/instructors for all CE events. Send CE material to CE Committee for review. Set-up CE workshops on website, to include evaluations/tests. Set-up registration for CE events, keep track of attendance at CE events, and prepare and send CE certificates to CE registrants. Maintain records for continuing education organizations. Provide oversight for the CE workshops SSSS offers during conference and online.
 - **SPECIAL INTEREST GROUPS (SIGs):** Attend and participate in Membership Committee meetings, to include SIG Programs. Set-up and maintain SIG forums, to include addition/deletion of members. Assist SIG leaders with their meetings/sessions during the year and at conference, to include promotional material. Create material on website for meetings and events (sessions/workshops). Set-up virtual meeting links and registration. Provide oversight for all SIGs.
- **SOCIAL MEDIA:** Assist SSSS Social Media Fellow with promoting membership, conferences, continuing education workshops, research, *The Journal of Sex Research*, and more.
- **THE JOURNAL OF SEX RESEARCH (JSR):** Maintain and update the JSR website page. Provide administrative tasks to ensure journal's publisher receives mailing lists in a timely manner.
- **EVENT CALENDAR:** Maintain event calendar for SSSS to ensure all meetings, events, deadlines, etc. are announced.
- **LOGOS, FLYERS, ADVERTISEMENTS:** Create logo for conference and promotional material for member programs, events, continuing education, etc.
- **PRE-CONFERENCE SUPPORT:** Attend and participate in conference planning committee meetings. Set-up database/website with conference information, to include award/grant recipients. Collect material from plenary speakers, award/grant recipients, etc. Create and maintain online registration for conference, continuing education, special events, etc., to include discount codes. Prepare pre-conference materials, to include agenda, official program, presentation schedule, conference slides, promotional material, etc. Create and/or maintain online forms, surveys, event platform, and ambassador program. Prepare and send conference emails to membership, registrants, and sexual science community. Support Director of Operations with call for abstracts, special events, and overall conference program.

- **ON-SITE CONFERENCE SUPPORT:** Provide oversight for registration area, CE moderator and workshop requirements, ambassador program, special interest groups, and event platform. Support Director of Operations during the conference.
- **POST-CONFERENCE SUPPORT:** Send post-conference survey to all registrants. Prepare and send CE certificates to CE registrants. Maintain records for continuing education organizations. Support Director of Operations with post-conference tasks.
- **PREPARE CONFERENCE MATERIAL:** Prepare name badges, registration list, event tickets, award/grant certificates, ambassador instructions, CE instructions, ads/flyers, etc.
- **SPONSORS AND EXHIBITS:** Set-up database/website for sponsorship, exhibitors, and advertisements. Support Director of Operations with communication, invoicing, and payment options for sponsors and exhibitors.
- **COLLECTING and FILING OF MATERIAL:** Support Director of Operations in gathering material from Board members, committee chairs, award and grant recipients, Board candidates, plenary speakers, presenters, etc.
- **SPREADSHEETS and REPORTING:** Prepare and maintain spreadsheets for membership, conferences, sponsorship, continuing education, special interest groups, awards/grants, etc. Export reports when requested.

Relationship to the Board of Directors, Committees, and the Public

- Maintain a positive working relationship with the Director of Operations, to whom they are directly responsible. The Director of Operations and Membership/Conference Coordinator work together to ensure all duties and responsibilities for the organization are completed in a timely manner to support its members, to hold successful events, and for the growth of the SSSS organization.
- Maintain a positive and collaborative working relationship with the Board of Directors.
- Attend BOD meetings and committee meetings (as a non-voting member) as requested to provide consultations, liaison, and technical expertise.
- Help maintain communication and good working relations with other organizations in the field.
- Take care to protect SSSS confidential information.