

## ***Position Description for MSHA Administrative Consultant And Skills Required***

### **Skills Required:**

- Able to work independently
- Able to work close with members of a voluntary Board of Directors
- Writing and Editing skills
- Conference planning and preparation
- Leadership and Advocacy

### **Current Job Responsibilities:**

#### **Writing and Editing**

- a. Write, produce, and edit the quarterly newsletter *et cetera*.
- b. Write, produce, and edit Conference *Program Book*.
- c. Write, produce, and edit occasional press releases, public service announcements, and other forms of communication.
- d. Write and produce Conference Program Mailer.

#### **Conference Planning and Preparation**

- a. Work with VP for Professional Development and Education to secure speakers, negotiate fees, provide confirmation, and follow-up
- b. Work with advertisers and sponsors to secure participation and support for the conference.
- c. Work with hotel contacts on all aspects of conference planning: room and time assignments; food and beverage choices and amounts; daily scheduling and monitoring.
- d. Work to select future hotel conference sites, including site-visits and review of space and fee requirements.
- e. Work at the MSHA Conference at Registration and help with all aspects of the MSHA Conference.

#### **Leadership and Advocacy**

- a. Work with VP for Advocacy and MSHA Lobbyist on legislative issues and communication.
- b. Help to plan and implement MSHA Advocacy Days at the State Capitol.
- c. Reach out to SLPs throughout Michigan to join MSHA and become involved.
- d. Help to produce materials such as bookmarks or pamphlets to increase MSHA membership.
- e. Work closely with the MSHA President on any and all areas of importance to MSHA.

#### **Miscellaneous**

- a. Bookkeeping for the MSHA PAC account. This includes online reporting with the State of Michigan MERTS program. This also includes reporting and monitoring PAC account to the MSHA Board.
- b. Work closely with the MSHA Office Manager on several projects such as MSHA Membership mailings, conference mailings, maintenance of the MSHA webpage, and planning and running of MSHA Board meetings.
- c. Work closely with the Michigan Speech-Language-Hearing Association Foundation (MSHF).

#### **Yearly Time Schedule**

- **25 hours per week**
- **Near full-time (Busiest months):** December, January, February, & March
- **Summer hours (1 day/week):** June, July, & August