



**Membership Engagement Program Administrator**  
**Department: Membership Development**

The American College of Physicians (ACP), a prestigious medical membership association for doctors of internal medicine located in Philadelphia, is seeking an analytic Membership Engagement Program Administrator to manage the engagement programming of ACP's academic and key member constituencies.

ACP, a national organization of internists with headquarters in Philadelphia, is the largest medical specialty organization and the second-largest physician group in the United States with more than 161,000 members worldwide. Responsibilities for the Membership Engagement Program Administrator include but are not limited to:

- Lead development of content and programming to create ongoing value for the College's key member constituencies as defined within the College's strategic plan and priority goals, and the departmental plans/goals
- Work with subject matter experts to generate content targeted to key members segments based on the unique needs and interests of the audience
- Manage the development and production of webinars for key member segments, including speaker relations, content development, coordination of promotion with Marketing and Communications, and moderation of live webinars.
- Analyze data regarding member programs and recruitment/retention activities, present findings to management, and make recommendations for future improvements.
- Coordinate the recruitment of medical schools to participate in the Internal Medicine Interest Groups program, program reporting, and distribution of sponsorship payments.

**Qualification:**

- Bachelor's degree in Marketing, Corporate Communications, Business Administration, or related field is preferred. At least 3-5 years' relevant experience in project management.
- Applicants with demonstrated knowledge and experience with medical education and educational program development will be given strong preference.
- Strong organizational, project management, writing, and editing skills required, with strong attention to detail. Ability to work on projects from start to finish, efficiently in a fast-paced environment, and adhere to deadlines.
- Analytical skills to critically evaluate information gathered from multiple sources, reconcile conflicts, and decompose data in a manner to make it comprehensible to multiple audiences.
- Excellent written and verbal communication skills essential to represent the organization's viewpoint to various audiences in a clear, concise, and professional manner.
- Ability to build and maintain positive relationships with all levels of staff and outside contacts.
- Experience working with databases, SQL, and/or webinar production preferred.

ACP offers a competitive salary, superior benefits, and a supportive work environment. Find out more about ACP at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=e1a3ca25-0af1-4efc-b11d-2445dfc7bf1f&cclid=19000101\\_000001&jobId=434619&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=e1a3ca25-0af1-4efc-b11d-2445dfc7bf1f&cclid=19000101_000001&jobId=434619&source=CC2&lang=en_US)

ACP is an Equal Opportunity employer, and all qualified applicants will receive consideration for employment without regard to their age, race, color, religion, sex, gender identity, national origin, sexual orientation, protected veteran status, disability, or any other legally protected class.