

***** JOB OPENING NOTICE *****

Open: December 7, 2023

Education Coordinator

The Missouri Hospital Association is seeking an education coordinator to perform a variety of duties in support of MHA education events and activities.

Must be a high school graduate with excellent computer and communication skills, both written and verbal, is required. College degree is highly desirable. At least two years of experience in professional executive assistant or executive support role is required. Ability to handle diversified duties, pay close attention to detail and demonstrate a commitment to accuracy while meeting established deadlines is required. Must be able to exercise independent judgment and professionalism when dealing with all internal and external customers, both onsite at events and in-house. Must be proficient with computers and maintain a strong working knowledge of Microsoft Office 365 products to include Outlook, Word, Excel, PowerPoint, Planner, Teams and Forms. Ability to work independently with minimal oversight, and as part of a collaborative team, training peers and sharing resources with others is preferred. Must be able to organize and prioritize workload in a timely and efficient manner. Candidate must be able to travel for seminar, meeting or event coverage during the day and occasionally overnight. Most travel and overnight stays will be independent of other MHA staff.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 60, Jefferson City, MO 65102-0060 or fax to 573-893-7665.