



## Welcome to Pasifika Medical Association Group

### What is Pasifika Medical Association Trust?

*Pasifika Medical Association Trust* is the shareholder and owner of Pasifika Medical Association Membership, Pasifika Futures Ltd, Etu Pasifika Ltd and Fale Futures.

**Our Vision** is “Prosperous Pacific Communities”.

**Our aim** is to “Provide opportunities to enable Pacific people to reach their aspirations”. We are internationally and nationally renowned for various services to Pacific regional health and services to Pacific communities.

Our role as the forefront of each entity is to set the strategic direction for all companies, monitor companies performance, provide governance and management support to companies and to drive the development of an investment portfolio of assets to ensure ongoing sustainability.

Over the past year Pasifika Medical Association Trust has established and focused on:

- Leading and caring for our communities and countries by actively engaging with our stakeholders and communities of interest in a values-based way using knowledge and leads to action.
- Building a sustainable future by understanding the work we do and the impact it makes. Evaluation is key to everything we do and ensuring we disseminate our research and evidence to assist with lifelong learning
- Partnerships: Building the capacity and capability of our workforce, partners and communities of interest

### *Pasifika Medical Association Membership*

This organisation supports the development of Pacific health professionals in New Zealand and the Pacific region to develop both clinical capability and capacity. The PMA also hosts the largest meeting of Pacific health workers and professionals in the region. The annual health meeting continues to provide the opportunity for delegates to collaborate on a range of issues important to improving the health outcomes for Pacific peoples across the region. It enables us to reach beyond our geographical boundaries, move out from our everyday concerns and share with our colleague’s, innovations, learnings, and best practice to develop solutions to the challenges that face all our Pacific countries.



## Position Description - Membership Co-ordinator

### Job Specification

**Reports to:** Deputy CEO- Mr Wilmason Jensen

**Region:** International

**Location:** Auckland

**Industry Influence:** This role is important to ensuring that Pasifika Medical Association' operations are well supported, to provide ongoing assistance to the operations management team. .

**Key Partnerships:** TBA

**Authority Levels:** None

**People reporting:** None

### Objective:

The Pasifika Medical Association Group seeks a Membership Coordinator to work together with the PMA Leadership Network and Operation's team, to meet the demands and needs of the members and leaders of the Pasifika Medical Association as well as ensure the smooth running of the membership programs and systems.

### Primary Responsibilities include:

- Manage all administrative tasks required to keep the Member and Supporter Database up to date
- Provide support concerning special events for Membership related functions
- Typing all necessary communications for the members (welcome letters, change of status letters, emails)
- Preparing reports and summaries and coordinating and preparing membership mailings and other special projects
- Assist with creation and execution of marketing campaigns to increase membership enrolment
- Maintain compliance with all operational policies



- Assist with answering membership queries from members and supporters
- Track and analyse membership trends
- Maintain accurate records of donors and ensure more effective targeting of Association fundraising activities.

**To be successful in this role you will have:**

- A Bachelor's Degree with at least 2-3 years related experience, preferably in a Clinical, administrative or membership association role
- Customer service experience
- Office management
- Excellent verbal and written communication skills
- Microsoft Office Suite
- Ability to work independently
- Experience of working with CRM
- Understanding of Facebook and LinkedIn group management
- Must be highly organised
- High attention to detail
- Have excellent ability to communicate effectively in verbal and written forms of communication

**Highly Desirable:**

- Relationship or previous work experience with Pacific communities
- Fluency in a Pacific language

This is a huge opportunity for someone looking to develop and grow their skills in the Medical Association field. The position will present you with some fantastic opportunities (and challenges) over the coming months.

This is a chance to apply your administrative and clinical skills, great work ethic, and excellent communication skills to become part of the successful team at Pasifika Medical Association Group. Convenient office location in Auckland with convenient free parking space.

If this sounds like you "APPLY NOW" with your CV and Cover letter or contact [gina@pasifikafutures.co.nz](mailto:gina@pasifikafutures.co.nz) for more information.

Closing date: Monday, 25th March 2019, 5pm

**[APPLY NOW](#)**