AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS®
20 N. WACKER DR., STE. 3720
CHICAGO, ILLINOIS 60606
www.aama-ntl.org 800/228-2262

Community Engagement Specialist

Ready to turn your passion for connection into real impact? Join the American Association of Medical Assistants® (AAMA) as our Community Engagement Specialist and help build meaningful connections within the medical assisting profession. You'll bring our brand to life through social media, email, and the web, and help inspire a vibrant national community. If you love building relationships, want to drive creative campaigns, and aspire to join a mission-driven team that champions Medical Assistants, we'd love to meet you.

About the Role: Where You'll Make an Impact

As the Community Engagement Specialist, you'll deploy AAMA's marketing and engagement priorities across our owned channels and help build meaningful, responsive relationships with members, prospective members, students, educators, employers, and other stakeholders. Day to day, you'll manage social media, engage with our online community, keep website content fresh, run recurring outreach, and launch campaigns. You'll adapt approved campaign messaging and assets for ongoing use, coordinate internal inputs and deadlines, keep an eye on engagement, and partner with AAMA leadership and external marketing partners to make it all happen.

About Us: A Mission That Matters

The American Association of Medical Assistants® (AAMA) is the oldest and largest association dedicated solely to advancing the medical assisting profession in the United States. Medical Assistants are multiskilled members of the health care team who perform clinical and administrative procedures under the supervision of licensed health care providers, and our work helps them thrive. You'll join a collaborative, mission-driven team based in downtown Chicago, with convenient access to public transportation, competitive benefits, and real opportunities to grow professionally.

What You'll Do: Key Functions

- Social media management
- Marketing campaign support and deployment
- Content development and coordination
- Campaign measurement and reporting
- Project coordination

What we're looking for: Key skills and experience

You demonstrate KNOWLEDGE *of:*

- Social media management and engagement practices.
- Digital marketing principles and content planning processes.
- Brand voice, messaging consistency, and audience engagement techniques.

You possess SKILLS *in:*

- Content writing, editing, and basic visual or multimedia content coordination.
- Interpreting analytics and translating data into actionable insights.
- Microsoft Office applications and the ability to learn in-house systems.
- Organizing, prioritizing, and managing multiple projects and deadlines simultaneously.
- Clear written, verbal, and interpersonal communication.

You have proven the ABILITY *to:*

- Collaborate effectively and maintain a professional attitude.
- Communicate clearly and professionally with internal teams, members, and external audiences.
- Exercise sound judgment when responding to public comments, inquiries, or sensitive situations.
- Be flexible and contribute beyond the regularly scheduled workday when needed.

What We Offer: Compensation and Benefits

- Salary position with a starting salary range of $60,000 – 65,000
- Health, Dental and Vision Insurance with partial company paid premiums.
- Short-term and Long-term Disability Insurance.
- Life Insurance.
- 401K account and matching up to 3%.
- Full-time employees accrue 3 weeks of vacation and 10 sick days per year, plus 8 scheduled and 2 floating paid holidays.

Location: Chicago, IL. This is a hybrid role with at least two days in the office each week.

Minimum Position Requirements

Education and Experience:

- Associate's degree or Bachelor's degree in Communications, Journalism, Public Relations, Digital Media, English, Business, or a related field; or equivalent combination of education and experience.
- Two to four years of experience in content creation, community engagement, digital media, outreach, or a related field preferred.
- Experience managing social media platforms and creating digital content.

- Experience with website updates, digital advertising, and podcast production is preferred.
- Experience with associations, membership organizations, or other nonprofits is preferred.

Environmental Demands Including:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Physical Demands Including*:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ready to make your mark? Join the AAMA staff team as we support Medical Assistants and help shape the future of the profession!

To apply, send your resume to AAMA Hiring Team at spirani@aama-ntl.org.

AAMA is committed to providing equal employment and advancement opportunities to all individuals based on merit, qualifications, and abilities. The AAMA does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law.