Executive Coordinator (EC) of Member Value
Section on Pediatric Trainees (SOPT)
~ position description ~

Term: One year, may be reappointed

Qualifications: Can be a medical student, resident or fellow trainee in good standing with the AAP

Appointment:
1. Submission of required application materials prior to established deadline
2. SOPT Nominating Committee to review applications for completion and candidacy
3. Qualified applicants as selected by SOPT Nominating Committee will be submitted to Section Chairs for consideration and position appointment
4. Appointed individual announced prior to AAP National Conference each year

Responsibilities:
Meetings (AAP Funded*):
1. Long Range Planning Meeting (LRPM) – February (3 days)
2. National Conference & Exhibition – September/October (2 to 3 days)
   *Note: Funding includes hotel and airfare but does not include National Conference registration

Writing:
1. SOPT News and Views Blog- Submit articles as requested
2. Publish news stories and highlights on section Facebook and Twitter
3. Report for Section leadership regarding membership activity and mentorship involvement
4. Correspondence with SOPT membership- throughout the year

Participation:
1. Monthly calls with SOPT Executive Committee and Leadership Council
2. Facilitate activities to recruit and retain medical students, resident and fellow trainees
   a. Publicize membership benefits and involvement opportunities
   b. Collaborate with the AAP Membership Team to implement innovative strategies for member engagement and retention
3. Enhance communication and promotion of Member Opportunities
   a. Identify most desired and efficient methods to transmit information
   b. Share available and current member benefits and programs throughout the year
4. Maintain Section social media presence
   a. Promote yearly advocacy campaign in concert with Advocacy Tri-Chairs
   b. Collaborate with AAP public relations social media team to coordinate in social media campaign, Twitter chats and other outreach
   c. Coordinate #FutureFAAP Match Day Campaign
   d. Offer support to other sections to enhance social media campaigns
5. Increase mentorship for Section members and utilization of online mentorship opportunities
   a. Heighten advertisement for mentoring opportunities for Section members
   b. Collaborate with Section on Early Career Physicians (SOECP) to enhance AAP mentoring program with better engagement of trainees and physicians
6. Monitor progression of Strategic Plan objectives specific to member benefits & engagement
7. Assistance with Section application reviews as well as grant, scholarship & position reviews
8. All other duties as assigned