



LEAD, TECHNOLOGY AND MEMBERSHIP MANAGEMENT

Job description

Health Technology Assessment international (HTAi) is the global, not-for-profit, scientific and professional society for all those who produce, use or encounter health technology assessment (HTA). HTAi represents 82 organizations and over 2,500 individual members from 65 countries around the world. This position provides support to all teams of HTAi on logistical and software aspects in both international and local meetings. This is a key position in software management and supporting multiple projects with tight deadlines. This position will report to the Manager, Corporate Services.

RESPONSIBILITIES

- Provide consultation and coordination for logistical aspects of the Annual Meetings, Policy Forums, and other initiatives optimizing the use of technology.
- Liaising with conference delegates and speakers; compiling, drafting and editing content.
- Work with the project teams and committees to optimize communications and the promotion of the event locally and internationally, including website and social media updates.
- Plan, develop, and implement all digital components of HTAi events and activities
- Manage project timelines and deliverables and ensuring stability of all system processes.
- Work with project plans, budgets, resource allocation and reporting frameworks. Monitor and report on the timely completion of all deliverables.
- EventsAIR Software Management including membership.
- Membership facilitation, including new membership and renewals.
- In-depth reporting structure and data on active and lapsed memberships.
- Working with leaders on membership queries and any issues that arise.
- Facilitate Hybrid event requirements including in person and virtual guest engagement and interaction
- Facilitate and design Webinars for members.
- Manage ongoing staff education and onboarding

QUALIFICATIONS

- Diploma or Degree in Technology, Information Systems or Software
- 3 plus years experience with complex software management including coding
- Superior communication skills both written and oral
- High level of professionalism
- Ability to manage tight deadlines on multiple projects
- Wordpress experience

