

Advocacy, Access, and Impact Coordinator

The Organization

The American Epilepsy Society (AES) is one of the oldest neurological organizations in the country. AES's mission is to advance research and education for professionals dedicated to the prevention, treatment, and cure of epilepsy. With 5,600 members including clinicians, scientists, industry professionals, and advocates, AES fosters interdisciplinary communication, scientific discovery, and clinical advancement. AES is headquartered in downtown Chicago with a staff of 28 and a \$13M operating budget. The work environment is hybrid and flexible; remote arrangements may be considered.

Position Overview

The Advocacy, Access, and Impact Coordinator provides administrative, operational, and cross-functional coordination support for AES initiatives related to advocacy/health policy, health equity, partnerships, and external engagement. Reporting to the Senior Director of Advocacy, Access, and Impact, this role supports coordination across multiple program areas while also serving as the primary administrative coordinator for the Senior Director.

This position works closely with AES staff, external partners, and AES volunteers to support communications, project coordination, and operational logistics. The ideal candidate is highly organized, adaptable, collaborative, and comfortable managing multiple priorities in a fast-paced, mission-driven environment. This is a hybrid position requiring 2 days a week in the office.

Position Responsibilities

Advocacy, Health Equity, and Partnership Initiatives

- Coordinate operational and logistical support for AES advocacy, health equity, and external engagement activities, including support for initiatives related to aligned programs and partnerships.
- Assist with planning and execution of advocacy-related meetings, Hill visits, coalition activities, webinars, and partner convenings.
- Support coordination of AES participation in external partnerships, coalitions, and collaborative initiatives.
- Prepare and assist with reports, summaries, presentations, meeting minutes, and communication materials for internal and external stakeholders.
- Support data collection, organization, tracking, and reporting activities related to advocacy, health equity, workforce, partnership, and engagement initiatives.
- Assist with application, review, tracking, and administrative processes for designated programs, awards, volunteer activities, or engagement initiatives.

Project and Workflow Coordination

- Support departmental use of Asana by maintaining project plans, timelines, task tracking, and workflows to support timely completion of deliverables and cross-functional coordination.
- Coordinate timelines, deliverables, and communications across multiple concurrent projects and initiatives.
- Coordinate routine operational tasks such as maintaining volunteer information, updating forms and workflows, preparing meeting and event materials, tracking deliverables, and supporting communications processes.
- Provide logistical and administrative support for AES Annual Meeting programming and related events aligned with the unit's priorities.

Cross-Functional Collaboration and Communications

- Serve as a logistical coordination point for projects involving multiple AES departments, volunteers, consultants, and/or external organizations.
- Draft, proofread, and format correspondence, presentations, reports, and routine communications.
- Participate in staff meetings, planning discussions, and project coordination meetings.
- Provide excellent service to members, volunteers, and external stakeholders through timely, professional, and accurate communication.

Executive and Administrative Support

- Manage the Senior Director's calendar, scheduling, and coordination, including internal meetings, volunteer meetings, external partner meetings, and travel.
- Coordinate the Senior Director's travel arrangements, itineraries, expense reconciliation, and related logistics.
- Prepare and organize meeting materials, agendas, briefing documents, presentations, and follow-up items.
- Support meeting scheduling and logistics for committees, advisory groups, coalitions, and cross-functional teams.
- Track action items, deadlines, deliverables, and follow-up activities to support continuity and accountability across initiatives.
- Maintain organized electronic files, records, templates, and operational documentation.

Operational Support

- Assist with tracking project budgets, invoices, contracts, and timelines.
- Support vendor and consultant coordination, including scheduling, documentation, and follow-up.
- Coordinate logistics for virtual and in-person meetings, including meeting platforms, materials, registration, and attendee communications.

- Support development and maintenance of standard operating procedures and administrative workflows.
- Other duties and special projects as assigned.

Travel

This position requires limited travel, including an extended period onsite for the AES Annual Meeting and all-staff retreats in the Chicagoland area.

Position Qualifications

Required

- Bachelor's degree required.
- Minimum 2–4 years of experience in administrative coordination, project coordination, nonprofit administration, association management, or related roles.
- Demonstrated ability to manage multiple projects, timelines, and competing priorities with strong attention to detail.
- Strong organizational, time management, and follow-through skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently while also collaborating effectively across teams and stakeholder groups.
- Experience coordinating meetings, travel, schedules, and administrative operations for senior leaders or complex teams.
- Experience using project management and collaboration tools, including Asana or similar platforms, to coordinate workflows, timelines, and deliverables.
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams/Zoom collaboration tools.
- Strong judgment, professionalism, discretion, and ability to manage confidential information.
- Ability to adapt to changing priorities and support evolving organizational needs.

Preferred

- Experience working in a nonprofit, healthcare, medical association, advocacy, or membership organization.
- Familiarity with volunteer leadership structures, coalition work, or committee support.
- Experience supporting advocacy, health equity, or external engagement initiatives.
- Experience with event, meeting, or conference coordination.
- Interest in healthcare, advocacy, health equity, or nonprofit mission-driven work.

Compensation and Location

This is a full-time, non-exempt position located in Chicago, IL with opportunity to work remote 3 days a week. \$65,000-\$75,000 annual compensation, plus benefits, including health, dental and vision insurance, and eligibility to participate in a 401K retirement plan.

Applicants must be located and authorized to work in the United States on a full-time basis now and in the future. AES is not able to sponsor candidates requiring work authorization.

AES Vision

To eradicate epilepsy and its consequences.

AES Mission

To advance research and education for professionals dedicated to the prevention, treatment, and cure of epilepsy.

AES Values

We are dedicated to improving the lives of people with epilepsy. We embrace innovation and strive for excellence in everything we do. We are an inclusive, collegial community, which enriches the experiences of all involved. We value collaborating with other organizations that are aligned with our mission to achieve greater results.

Equal Employment Opportunity

AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor is responsible for implementing and supporting this policy. Anyone who violates another's rights in any of these areas is subject to dismissal. Discrimination is not tolerated and appropriate disciplinary action may be taken against any employee violating this policy.

Search Process

Resumes (required) and cover letters (encouraged) may be sent to Jennifer Buzalski (Sr. Director of Finance and Administration) at jbuzalski@aesnet.org. Individuals may also apply via LinkedIn and the AES website: <https://aesnet.org/about/about-aes/aes-jobs>.