

North Carolina Veterinary Medical Board

Practice Facility/Social Media Coordinator

Job title: Practice Facility/Social Media Coordinator

Work Location: 1611 Jones Franklin Rd, Suite 106, Raleigh, NC 27278 (office)/Remote when authorized. (Home)

Division/Department: NCVMB

Reports to: Executive Director and Deputy Director

Full-time
 Part-time

Exempt
 Nonexempt

Essential Duties and Responsibilities:

- Process inspections and inspection reports
- Communicate with inspectors
- Process new practice facility applications
- Process electronic payments for inspections
- Investigate unlawful practice of veterinary medicine complaints
- Conduct criminal background checks
- Maintain and update webpage
- Maintain and update all NCVMB Social Media sites
- Maintain and process CE approval requests
- Field incoming calls (*Responsibility shared with all office staff*)
- Process and distribute incoming mail (*Responsibility shared with all office staff*)
- Coordinate Board hotel accommodations and meals
- Take Board minutes
- Perform other duties as assigned by the executive director and board members

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills
- Excellent computer proficiency (MS Office – Word, Excel and Outlook, PDF)
- Web and Social Media experience
- Must be able to meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given.
- Strong organizational abilities
- College degree recommended
- High school diploma or GED required

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 20 lbs
- Must be able to talk, listen and speak clearly on telephone

Print Employee Name:

Employee signature:

Date: