

## AOSpine Europe (AOSEU) Regional Community Development Officer Job Description

**Position:** AOSpine Europe (AOSEU) Regional Community Development Officer  
**Function:** Regional Board Member  
**Region:** Europe  
**Term:** 3 years  
**Start date:** 1 July 2019  
**End date:** 31 June 2022

### Responsibilities

#### GOVERNANCE

- To present and represent the full spectrum of community development activities to AOSEU Board
- To represent AOSEU Board/regions needs on the AOSpine Community Development Commission
- To collaborate with national Community Development officers and colleagues on the board
- To build partners & create alliances with local academic societies

#### PROMOTION

- To help present and promote AOSEU to members within defined territory
- To implement agreed AOSpine community development plans, guidelines and policies
- To ensure AOSEU events are correctly and timely communicated to all members
- To arrange presentation of AOSEU at local congresses & meetings
- To prepare and update standard AOSEU presentations to start all AOSEU events
- Identify mechanisms & processes to maximize access to AOSEU educational programs

#### REPORTING/ANALYSIS/PLANNING

- To review membership within the country chapters – status, progression
- To identify & report the needs/wishes of defined target groups within the European region
- To develop, conduct and analyze the results of AOSEU membership surveys to target members needs more specifically
- To develop community development programs consistent with the needs of the AOSEU members
- To identify new funding streams to invest in AOSEU initiatives
- Look to find and drive extra revenue streams
- Analyze specific AOSEU projects with emphasis on community development issues (e.g. membership, market development, etc.)

#### PRODUCT DEVELOPMENT

- The creation of appealing programs, products, and benefits to members and potential members
- To actively collaborate and supervise the update and administration of services on the AOSpine website with regard to AOSEU
- To oversee the quality control of medical content on all materials produced locally in collaboration with AOSEU Research and Education officers

### Requirements

- AOSpine Member
- Spine surgeon > 70% of practice is spine surgery
- Willing to step down from any current existing AOSpine country council position
- Proven and profound interest and experience in community development activities
- Prepared to commit at least 1 unpaid day per month to the AOSEU administration
- Exceptional communicator, good listener
- Ability to work in multicultural environments
- Good project manager and organizer with good IT skills
- Willing and prepared to travel to represent interests of all members of AOSEU
- Use of AOSpine management planning tools, programs & procedures

- Willing to commit to help on AOSEU Community Development initiatives as well as on initiatives of the AOSpine Community Development Commission
- Ability to analyze data and results for execution of future community development programs for all member groups
- Good command of English

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