



American Board of Medical Specialties

Higher standards. Better care.®

American Board of Medical Specialties
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April 17, 2026

The American Board of Medical Specialties (ABMS) is seeking a full-time **Administrative Coordinator**.

This is a Chicago area-based position.

The Administrative Coordinator's overall responsibilities are to assist with the administrative support of the Governance Department and provide exceptional service to volunteers serving in ABMS governance structures. The Administrative Coordinator will need to travel to the ABMS office in downtown Chicago at least two times per month. The time in the office will be to help digitize old governance records, so dates and timing can be flexible based on the needs of the new employee.

The Governance Department provides leadership and direction for the engagement and convening of the ABMS Board of Directors, Board Committees, and Member Boards. The department oversees the committee development process and cultivates Board relations.

About ABMS

Established in 1933, the American Board of Medical Specialties (ABMS) is responsible for the creation of standards overseeing physician certification in the United States. Dedicated to improving the quality of care to the patients, families, and communities they serve, the [24 ABMS Member Boards](#) develop educational and professional standards and programs of assessment to certify physicians and medical specialists. More than one million physicians and medical specialists are certified by one or more of the ABMS Member Boards in one or more of 38 specialties and 89 subspecialties. For more information about ABMS, [visit abms.org](http://www.abms.org).

Position Responsibilities

- Provide day-to-day administrative support to the Senior Vice President (SVP) of Governance and Board Relations, including coordinating and maintaining up-to-date calendars and schedules, providing key meeting and presentation reminders, making travel arrangements, and processing expense reports
- Serve as a liaison and schedule meetings between the SVP, Executive Leadership Team, and employees as well as Member Board Executives and other external stakeholders.
- Assist with a wide variety of administrative operations including responding to telephone and email inquiries and scheduling meetings
- Prepare the first draft of meeting minutes for Governance-related committees and groups
- Ensure completion of the Conflicts and Dualities of Interest Forms for Board and committee volunteers, Member Board Executives, and staff annually
- Format correspondence, reports, presentations, and other documents according to ABMS Style Guide
- Assist with basic record keeping and reporting, such as contact list updates and digitizing older departmental records
- Assist with adding meeting logistics into BoardEffect, an online meeting materials management system
- Support special projects and additional administrative tasks, as assigned

Experience

- Two years' experience providing administrative experience to a small/mid-sized department **(required)**
- Experience in the not-for-profit sector (membership, healthcare, or association setting)
- Experience drafting meeting minutes
- Advanced level of proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams), and Adobe Acrobat **(required)**
- Experience managing and scheduling complex calendars **(required)**

Competencies

- Strong organizational skills with the ability to manage multiple tasks and shift priorities as needed
- An ability to exercise a high level of professionalism, judgment, discretion, and confidentiality, particularly regarding information about individual trustees
- Superior communication skills, both written and verbal
- Strong interpersonal skills with the ability to interact respectfully and constructively with diverse individuals
- An understanding of the characteristics, best practices, and staff support needs of a volunteer board
- Demonstrated customer focus or customer service experience
- Demonstrates the ability to independently prioritize tasks, anticipate needs, and take initiative to complete administrative responsibilities with minimal supervision while maintaining accuracy and efficiency.
- Exhibits strong attention to detail by consistently producing accurate, well-organized work, carefully reviewing information, and proactively identifying and correcting errors in administrative processes and documentation.
- Consistently demonstrates reliability and accountability by meeting deadlines, following through on commitments, and serving as a trusted administrative support who can be counted on to deliver high-quality work.

Physical Demands Required (beyond – sit at a desk for prolonged periods, typing and data entry, extended screen time.)

The ability to lift, push, and/or pull up to 15 pounds; **move tables, chairs, laptops, video equipment**; sit on the floor to pack boxes/crates; stand for extended periods of time; and reach overhead and/or reach at or below shoulder level.

Education

Bachelor's Degree (preferred)

Salary, Work Hours, and Benefits

ABMS is offering a starting hourly rate between \$31.75 and \$35.00, depending on experience. ABMS offers a comprehensive benefit package including three Blue Cross Blue Shield medical plan options; Flexible Medical and Dependent Care Spending Accounts; Health Savings Accounts; dental and vision plans; a retirement plan with a three percent "safe harbor" employer contribution; a discretionary annual bonus; and generous paid vacation and leave programs.

Hours: 37.5 hours per week, M - F, 8:30 am – 5:00 pm

Travel: Up to 10% will be spent traveling to the ABMS office in downtown Chicago (at least two times per month)

This is a Chicago area-based position.

Closing Date: Resume review and interviews will continue until the position is filled.

How to Apply

Send your resume to Daniel Hoppe, Director, Human Resources.

Apply at [Administrative Coordinator](#)

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities. Duties, responsibilities, and activities may change or be added at any time with or without notice.

All qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, gender identity, sexual orientation, national origin, protected veteran status, disability status, genetic information, or any other protected status.