# 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

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<th>Full-time</th>
<th>Part-time</th>
<th>Exempt</th>
<th>Nonexempt</th>
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**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:**