



OPRA Reorganization Summary August 9, 2017

We will not fill the vacant Director of Communications position. Instead, we are reorganizing as follows:

Office Assistant: This position will go from full time to part time (30 hours a week). A 9:00 to 3:00 schedule will insure the phones are manned during peak call hours and that the OA is here to set up video conferencing and assist as needed with committee meetings. The OA position has been pared down to focus primarily on clerical duties. Membership related duties previously performed by the OA have been assigned to the Member Communications Manager.

Member Communications Manager: This is a new position with focus on membership (recruitment, communication, renewals and customer service). Given the front desk duties, this important part of our work sometimes took a back seat to phones, committee meetings and other daily necessary tasks. In addition to the primary focus on membership, the MCM will staff the Member Services Committee and be the lead person for the website. This position will serve as primary back-up for the OA.

Related positions:

Policy Analyst: This position has evolved over the past year or so and was determined to be highly effective in its current state.

Director of Events and Training: This position has successfully transitioned to part time. Support for this position in areas of registration, logistics and CEU's were reflected in the other positions' reorganization.