



## Position Announcement

### Administrative and Engagement Coordinator

ATRA is seeking a highly organized, detail-oriented, and mission-driven professional to serve as our **Administrative and Engagement Coordinator**. This part-time, entry-level position plays a critical role in supporting the development and delivery of ATRA's mission to empower recreational therapists. The Administrative and Engagement Coordinator will work closely with ATRA's Executive Director and Staff to support ATRA members, prospective members, respond to questions and concerns, and assist with administrative and organizational tasks.

This is a remote position with limited travel. The preferred start date is May 1, 2026.

The American Therapeutic Recreation Association (ATRA) is the only national membership organization dedicated to advancing the field of recreational therapy. Recreational therapists are healthcare professionals who use activity-based interventions to help individuals with illnesses or disabling conditions achieve their physical, emotional, and social goals.

ATRA's mission is to empower recreational therapists. We envision a world where all people have access to quality recreational therapy services. Our work is grounded in the following principles:

- Recreational Therapy is a process provided in diverse settings.
- Assessment, Planning, Intervention, Evaluation, and Documentation (APIED) are the foundation of Recreational Therapy.
- Evidence Based Practice, Professional Credentialing, and Accreditation are foundational.
- Building powerful relationships to strengthen Recreational Therapy will assist in growth and recognition.
- Mentoring and developing professionals will prepare us for the future.

Founded in 1984, ATRA has grown to serve a vibrant community of professionals across the country. Learn more at [www.atra-online.com](http://www.atra-online.com).

<b>Department/Group:</b>	ATRA	<b>Travel Required:</b>	Limited
<b>Location:</b>	Virtual	<b>Position Type:</b>	Part-time
<b>Level/Salary Range:</b>	Entry-level (\$19-21/hr)	<b>Date Posted:</b>	March 30, 2026
<b>Time Commitment:</b>	Up to 100 hours/month	<b>Reports to:</b>	Executive Director
<b>Availability:</b>	Day time hours required	<b>Posting Expires:</b>	Upon Hire

## Job Description

### Position Summary

The Administrative and Engagement Coordinator works closely with the Executive Director and serves as the primary contact for members and prospective members, ensuring responsive communication, accurate record-keeping, and smooth membership processes for the American Therapeutic Recreation Association (ATRA). This position manages membership processes, digital communications, and online community engagement to foster strong connections across the organization. Additionally, the Coordinator supports event planning, administrative functions, and financial processing.

### Key Responsibilities:

- Serve as the primary point of contact for members and prospective members.
- Address inquiries, resolve issues, and provide information about membership benefits, events, and resources.
- Oversee the membership database, including processing memberships, renewals, cancellations, and maintaining accurate records.
- Develop and distribute weekly emails and announcements.
- Manage the *ATRA Connect* community within Journeycare.
- Process membership fees, track payments, and submit invoices for payment.
- Assist with meeting scheduling, receipt of mail, and administrative support for the Executive Director.
- Assist in the planning and execution of the annual in-person conference and other educational events.
- Edit and update the ATRA website as needed.
- Submit monthly staff invoices for payroll processing.

### Qualifications and Education Requirements:

- Bachelor's degree in Recreational Therapy or a related field.
- Certified Therapeutic Recreation Specialist (CTRS) credential required.
- Strong working knowledge of recreational therapy and a passion for ATRA's mission.
- Excellent communication and people skills; comfortable interacting with diverse professionals via email, phone, and Zoom.
- Proven organizational skills and the ability to manage multiple tasks across departments in a fully remote environment.
- Experience with all G-Suite products
- Experience working creatively and collaboratively with a team
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Experience working with a Member Management Software (MMS)

*Preferred Skills*

- Experience with scheduling meetings and managing calendars
- Experience with developing workflow automations
- Experience with payroll processing, accounts payable, and accounts receivable
- Past experience in administrative assistant role
- Experience using AI tools to support communication, organization, and workflow efficiency while maintaining accuracy and professional judgment

Screening of applications begins March 30, 2026, and continues until the position is filled. The preferred position starting date is May 1, 2026. A complete application consists of a letter addressing the qualifications cited above; a resume; and the names, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Only complete applications submitted electronically will be considered.

Applications and nominations should be addressed and emailed to:

Brent Wolfe  
ATRA Executive Director  
info@atra-online.com