



theLonghaul

Physician Interviews | Pre-Med Advice
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President

Responsibilities:

- Lead and oversee all organizational activities.
 - Guide the overall vision and direction of the organization.
 - Facilitate and lead team meetings, ensuring productive discussions.
 - Act as the primary point of contact for the organization.
 - Ensure collaboration among all team members and departments.
 - Represent the organization at external events or meetings, if applicable.
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Vice President

Responsibilities:

- Assist the President in leading the organization and supporting team members.
 - Lead meetings in the absence of the President and facilitate discussions.
 - Help manage the organization's day-to-day operations and ensure tasks are completed.
 - Act as a liaison between different departments to ensure smooth communication.
 - Support recruitment efforts and member engagement.
 - 4-6 hours/week (depending on the level of involvement in meetings and events).
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Secretary

Responsibilities:

- Take detailed minutes during meetings and share with the team.
- Organize and maintain all organizational documents, meeting notes, and records.
- Schedule and send reminders for meetings and events.
- Track member attendance and ensure proper documentation for recruitment.

- Help with internal communication and follow-ups.
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Social Media Manager

Responsibilities:

- Manage and grow the organization's presence on social media platforms (Instagram, Twitter, etc.).
 - Create and schedule engaging posts, stories, and updates about interviews, events, and announcements.
 - Collaborate with other team members to promote content and events.
 - Monitor engagement and respond to comments or messages.
 - Analyze social media metrics to assess the effectiveness of posts and campaigns.
 - 2 Posts per week requirement
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Website Editor

Responsibilities:

- Maintain and update the organization's website, ensuring it's user-friendly and up-to-date.
 - Work with the Social Media Manager and Content Strategist to embed and promote video content.
 - Collaborate with the President and Vice President on website improvements and functionality.
 - Responsible for consistent website upgrades and updates
 - Proficiency in ELEMENTOR preferred
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Video Editor

Responsibilities:

- Edit video interviews to ensure high-quality content for the YouTube channel.
 - Maintain and update the organization's website, ensuring it's user-friendly and up-to-date.
 - Work with the Social Media Manager and Content Strategist to embed and promote video content.
 - Collaborate with the President and Vice President on website improvements and functionality.
 - Responsible for editing 2 videos per month
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Interviewer (2)

Responsibilities:

- Reach out to physicians and medical professionals to schedule interviews.
 - Prepare thoughtful questions and research the specialties being discussed.
 - Conduct interviews via Zoom or in person, ensuring a professional and engaging experience.
 - Work with the Video Editor to ensure the interview is properly edited for public release.
 - Collaborate with the Content Creator/Strategist to provide feedback on what content resonates with the audience.
 - Each interviewer is responsible for one video per month (interview/other content)
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Content Creator / Strategist

Responsibilities:

- Develop content plans, strategies, and calendars for social media, video content, and blog posts.
- Brainstorm and suggest fresh content ideas based on current trends and audience interests.
- Collaborate with the Social Media Manager to create engaging posts and campaigns.
- Work with the Interviewers and Video Editors to ensure the content aligns with the strategy.
- Track engagement metrics and adjust content strategies to improve reach.
- Responsible for monthly blog posts
