The American Society of Human Genetics (ASHG) seeks a Career Development Coordinator to help the Society strive to advance human genetics and genomics research, education, and advocacy. This position will provide administrative and logistical support for educational programming and functional activities. This includes coordinating workshops, webinars, committee and work group meetings, application processes, etc. This position will work collaboratively with all areas of the association including meetings, marketing, communications, advocacy, IT, and membership. The position will report to and work closely with the Associate Director, Career Development Programs.

Primary responsibilities

- Coordinates career development and diversity and inclusion activities.
- Manages logistics and provides administrative support for the work of various committees, task force and working groups as directed;
- Provides support for year-round career development programming activities (e.g., webinars, online toolkits) working collaboratively across departments.
- Provides support and helps staff Annual Meeting activities around professional development and Diversity programming including serving as the staff point person for the on-site career booth and career fair.
- Updates and oversees Career Development website as needed.
- Organize and helps draft content for the quarterly trainee newsletter.
- Assists with creating marketing materials for department programs.
- Responds to emails and serves as customer support for career and diversity activities.

Qualifications

- Bachelor’s degree required.
- Experience in membership societies/non-profit scientific associations and/or academic scholarship programs preferred.
- 2+ years of experience, including professional development programs, prioritizing, writing, meeting planning, etc.
- Ability to follow through on assignments/duties in a timely and complete manner.
- Ability to be self-motivated, flexible, and prioritize/handle multiple projects simultaneously.
- Attention to detail and accuracy in all assignments.
- Professional behavior and judgment within and outside the organization.
- Proficiency in MS Office including but not limited to Outlook, Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.
- An understanding of issues facing scientific workforce diversity is helpful but not required
- Creative, resourceful, proactive, and enjoy working in a team-based environment. Judgment, flexibility, resourcefulness, and diligence are expected in all aspects of administrative support functions.

About ASHG
ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and
translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has thousands of members worldwide; hosts more than 8,000 attendees annually at the world’s largest genetics and genomics meeting; publishes one of the field’s most respected journals; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 23 staff, an annual budget of approximately $7 million, and substantial reserves.

ASHG offices are located near White Flint Metro in new office space with free parking, onsite fitness facility, and dining options. We offer a work environment with a great mission, collegial team, and professional trust and respect. We also offer a competitive salary and excellent benefits, including flexible schedules and a telework policy; a generous 403(b) pension plan; and excellent vacation, medical and dental plans. ASHG is an Equal Opportunity Employer. For more information, please visit: https://www.ashg.org/about/opportunities.shtml

To apply, please submit resume and cover letter to: kpulliam@ashg.org.

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