



American Society of Human Genetics

discover. educate. advocate.

### **Program Analyst, Genomic Workforce Diversity & Inclusion Initiative**

The American Society of Human Genetics (ASHG) seeks a 15-month, full-time contracted Program Analyst to help execute a Genomic Workforce Diversity and Inclusion Initiative. This position will provide data collection and analytical support, as well as background research, extensive meeting coordination, writing reports, and dissemination of materials. The position will report to and work closely with the Associate Director, Career Development Programs, with input and engagement from the Chief Executive Officer.

#### **Primary responsibilities**

- Research and summarize background materials from scientific government agencies, member societies and organizations, including peer-reviewed publications and literature for both written and oral presentation and discussion
- Work with contractor on the development of multiple surveys, and the collection, analysis and dissemination of data. Compile data and prepare graphs, slides and presentations.
- With contractor and staff, write major reports and documents that summarize quantitative and qualitative findings, working group discussions and recommendations, etc.
- Coordinate and facilitate collaborations with other genetics and genomics member societies, institutes and departments.
- Lead administrative planning, organizing, execution and follow-up for project meetings, focus groups/interviews, forums and events.
- Organize monthly meetings with advisory group; observe, document, and participate in numerous meetings, generating minutes and action agendas and monitoring action steps.
- Support associate director in tracking multiple project plans and staying on established timelines.
- Participate in the development of associated communication materials for distribution to multiple audiences.

#### **Qualifications**

- B.A. in Biology, Life Sciences, Social Sciences, or related discipline required; master's degree or PhD strongly preferred. Advanced degree may be in sciences, policy, law, or other program related to advancement and awareness of scientific work, diversity and inclusion in science, and/or science in society.
- One-four years of experience in social science data collection and analysis, quantitative and qualitative research, and/or policy analysis. Experience in a nonprofit, scientific society or governmental organization a plus. The combination of education/degree and work experience will be considered.
- Strong attention to detail and accuracy in all assignments.
- Demonstrated organizational and time management skills.
- Excellent oral and written communications skills, with demonstrated experience communicating with and staffing research scientists and non-scientists in academia, governmental and/or public sector organizations.
- Experience translating scientific material into non-technical language for different audiences, including the general public and policymakers, through scientific publications, presentations, or other relevant means.

- Ability to work independently and as part of a team; proactive in seeking out input and guidance to inform work

**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](mailto:kpulliam@ashg.org).

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