

Digital Programs Assistant

The American Society of Human Genetics (ASHG) seeks a **Digital Programs Assistant** to help the Society strive to advance human genetics and genomics research, education, and advocacy. This position will support the major functions of the digital programs department through online event planning and content distribution. The digital programs assistant works in a team environment to communicate about ASHG digital programs and assists in other duties as needed. The position will report to and work closely with the Associate Director, Digital Programs.

Note: This is a two-year grant-funded position with the possibility of extension.

Primary responsibilities

Coordinate Digital Programs

- Communicates with ASHG staff to organize webinars and other digital content.
- Interacts with society members regarding digital programs including but not limited to familiarization with webinar platforms, digital programs templates, and other media
- Communicate with vendors regarding coordination of digital programs including webinars, podcasts, transcription services, etc.
- Maintain data regarding digital content including post-webinar surveys, statistics regarding audience engagement, etc.

Organize, Repurpose, & Distribute Content

- Coordinate distribution of digital programs content from ASHG Annual Meetings
- Draft promotional text and marketing plans for digital programs content, including webinars, podcasts, and previous Annual Meeting recordings
- Review digital programs content to ensure optimal user experience on digital platforms
- Oversee organization of content on LMS with Digital Programs Coordinator

Communicate with Staff and Membership

- Monitor and respond to (or forward to appropriate party) all emails received in the digital programs' inbox in a timely manner
- Coordinate staff invitations to webinars or send all-staff messages regarding digital programs content

Qualifications

- Demonstrated experience preferred, internships and other temporary work acceptable
- Bachelor's degree in communications, English, or equivalent education
- The ideal candidate will be organized, proactive, a strong communicator, and enjoy working in a team-based environment
- Excellent verbal and written communication skills
- Knowledge of webinars and online education is a strong plus
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint)

About ASHG

ASHG is a dynamic professional society 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 7,500 members worldwide; hosts more than 8,000 attendees annually at the world's largest genetics and genomics meeting; publishes influential, innovative, and field-leading 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 26 staff, an annual budget of approximately \$7 million, and substantial reserves.

ASHG offices are located in Rockville, MD near White Flint Metro in new office space with free parking, onsite fitness facility, and dining options. *[Note: ASHG is currently working remotely at least through January 2, 2021.]* 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 and strongly encourages applications from candidates of diverse backgrounds.

For more information, please visit: <https://www.ashg.org/about/jobs/>

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

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