Administrative Assistant

The American Society of Human Genetics (ASHG) seeks a full-time Administrative Assistant. Reporting to the Manager of Governance and Executive Operations, the Administrative Assistant provides administrative, scheduling, and logistical support for executive office functions and support and coordination for a wide range of office management activities, including governance responsibilities, meetings and event coordination, and growing development activities.

Primary responsibilities

Administrative support of Executive Office

- Assist in administration activities including organizing files, arranging internal and external meetings, processing invoices, expense reports.
- Provide administrative support for board, committee, and award activities
- Provide support to the Chief Executive Officer including calendar management, travel and other activities.

Development and organization advancement program activity

- Provides support for fundraising and development program activities including management of funding database and data entry.
- Assists with general data governance projects as needed
- Records contributions (gifts, grants, sponsorships, etc.) and sends acknowledgement letters and invoices
- Coordinate development solicitation and stewardship of mailings.

Office Management

- Collate and distribute mail.
- Create and maintain filing systems, both electronic and physical.
- Answer phones and greet visitors.
- Ordering and taking stock of office supplies.
- Enters and secures data in appropriate organizational data management systems.
- Note: ASHG is currently working remotely indefinitely. During this time, less than 15% of the Administrative Assistant’s time will be devoted to this function.

- General support across member-facing organizational areas.
- Other duties as assigned.

Qualifications

- Bachelor’s degree. Equivalent work experience will be considered.
- Experience in membership societies/non-profit environments a strong plus.
- Ability to follow through on assignments/duties in a timely and complete manner. Attention to detail and accuracy in all assignments.
- Proactive, positive attitude, teamwork, and service orientation.
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.
- Strong analytical, communication and coordination skills.
- Positive attitude with a willingness to accept varied assignments.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Experience with association management systems, especially Salesforce, a plus.
**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 29 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 indefinitely.] 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/opportunities.shtml](https://www.ashg.org/about/opportunities.shtml)

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

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