

Diversity, Equity, and Inclusion Coordinator

The mission of the American Society of Human Genetics (ASHG) is to advance human genetics and genomics in science, health, and society through excellence in research, education, and advocacy. We are seeking a full-time **Diversity, Equity, and Inclusion (DEI) Coordinator** to perform a range of administrative and programmatic responsibilities. Under the supervision of the Senior Director, Diversity, Equity and Inclusion, the DEI Coordinator is tasked with providing professional support for the development, planning, promotion, implementation, and evaluation of DEI activities. The incumbent will assist the Senior Director, DEI with daily operations and maintain technical support of comprehensive action plans, projects, and other assignments as needed.

Primary responsibilities

- Coordinates and monitors ASHG diversity, equity, and inclusion activities as directed.
- Prepares reports or other documents associated with diversity, equity, and inclusion strategies, projects, programs, or policies.
- Manages logistics and provides administrative support for the work of the DEI Task Force, expert committees, or working groups.
- Maintains awareness of diversity, equity, and inclusion in the human genetics and genomics field.

Qualifications

- Bachelor's degree required.
- At least one year of administrative or programmatic experience obtained in the private, non-profit, or public sector.
- Has working knowledge of diversity, equity and inclusion philosophies, methodologies, competencies, and programs.
- Experience working both independently and collaboratively while managing multiple priorities effectively.
- Able to work with efficiency, enthusiasm, and diplomacy—both individually and as part of a team.
- Excellent verbal and written communication skills and attention to detail.
- Strong analytical, organizational, and problem-solving skills.
- Proficient use of Microsoft Suite (MS Word, Excel, PowerPoint) and web-based video conferencing and learning platforms (e.g. Zoom, Microsoft Teams, Canvas).

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>