The American Society of Human Genetics seeks a Digital Learning and Professional Development Coordinator to support the major functions of the digital learning and professional development department coordinating a wide range of logistics with the year-round programming portfolio. Reporting to the Manager, Digital Learning and Professional Education, you would work in a collaborative team environment to explore new digital and career programs and assist in other duties as needed.

**Roles and Responsibilities**

1. Organizes and administers webinars each month via Zoom, working with ASHG staff across departments and society members.
2. Assists in coordination of digital and career programs content for the Annual Meeting.
3. Assists with organization and distribution of materials on the Learning Management System (LMS) and Society website.
4. Maintains data regarding digital content, user interaction and user engagement.
5. Manages emails received in department inboxes and maintains file systems.
6. Support work and scheduling of Digital Learning Committee (DLC) and Career Development Committee (CDC).
7. Other duties as assigned

The qualified candidate is expected to have:

- Bachelor’s degree in communications, education, or related field (or equivalent experience)
- 2+ years’ work experience (non-profit experience a plus)
- Experience with webinar management and software such as Zoom.
- Knowledge of LMS software (knowledge of CommPartner’s Elevate LMS a plus)
- Strong interpersonal skills: ability to work independently and effectively in diverse team settings

**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 7,500 attendees annually at the world’s largest genetics and genomics meeting; publishes two respected journals, the flagship *American Journal of Human Genetics* and a new OA journal *Human Genetics and Genomics Advances*; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 30 staff, an annual budget of approximately $7 million, and substantial reserves.

ASHG headquarter offices are in lower Rockville/North Bethesda, with easy access to Metro, I-495 and I-270 exits, and amenities. 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 telework options; a generous 403(b) pension plan; and excellent vacation, medical and dental plans. [Given the current global pandemic, ASHG staff have been working remotely full time. In spring 2022, we will be moving to a hybrid environment starting with one day per week in the office and shifting to two days in early summer. Staff safety is of first concern and if necessary, we may transition back to fully remote.]

For information about ASHG, please visit: [http://www.ashg.org](http://www.ashg.org)

To apply, please submit a resume and cover letter with salary requirements to [jobs@ashg.org](mailto:jobs@ashg.org).

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