

## **Coordinator, Governance and Operations**

The Coordinator, Governance and Operations works in a key unit that serves as a hub of many organizational functions and has direct interaction with senior staff and volunteers. The Coordinator will provide administrative, scheduling, and logistical support for executive office functions and support and coordination for a wide range of office management activities, including governance responsibilities and special projects.

### **Primary responsibilities**

#### **Administrative support of Executive Office (85%)**

- Assist in administration of Society governance and volunteer management activities including, but not limited to Board of Directors, committees, and award nominations
- Provides support to Board members, committee members, and the Chief Executive Officer for travel and participation in Society activities, including governance events, development, and fundraising efforts.
- Coordinates bimonthly senior staff reporting to CEO on departmental activities and results, and compiles draft executive director reports to the Board.
- Organizes and maintains files associated with the executive office, enters and secures data in appropriate organizational data management systems.
- Provides administrative support to special projects (for example: strategic planning project; request for proposal processes; new initiatives)
- Administrative support to staff: sorting mail; processing invoices, submitting expense reports, collecting and filing forms.
- Schedules events and appointments and maintains calendar for CEO.
- Formats reports and collates information with guidance from supervisor
- Formats and assembles executive and meeting materials (e.g., binders, name badges, etc.).

#### **Office Management (15%)**

- 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
- Note: ASHG has adopted a flexible work environment that enables the employee to work with their supervisor regarding remote work and in-person activity. To achieve the needed functions of some positions, ASHG reserves the right to require in-person weekly office hours in ASHG's Rockville office. This position will need to be willing and able to work in-person regularly.
- Other duties as assigned.

### **Qualifications/Skill Set**

- Bachelor's degree. Equivalent work experience will be considered.
- 1-2 years of administrative experience.
- 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, with judgment to secure supervisor input as needed.
- 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 or OpenWater, a plus.

## **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 nearly 8,000 members worldwide; hosts as many as 9,000 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 29 staff, an annual budget of nearly \$8 million, and prudent reserves.

ASHG offices are located in Rockville, MD near White Flint Metro in 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. ASHG is a flexible workplace, with fully remote work as an option as well as the option to come into the office as you wish or as needed occasionally by a specific benefit to on-site work – such as an all-staff meeting. To achieve needed ASHG functions, some positions, including this one, may require regular attendance in the office and these hours will be determined by the position's supervisor.

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

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