

The American Society of Human Genetics (ASHG) seeks a **Scientific Programs Assistant** to help the Society strive to advance human genetics and genomics research, education, and advocacy. The position will support the major functions of the Program Committee and scientific program coordination for the ASHG Annual Meeting. The Scientific Programs Assistant works in a team environment to provide administrative support for ASHG meetings including the Annual Meeting and additional meetings as directed. The position will report to the Manager, Scientific Programs.

Duties & Responsibilities

Program Committee Activity and Support

- Provide logistical support for the Program Committee in all aspects of their work including but not limited to scheduling meetings/conference calls, preparing committee meeting agendas and call materials, timelines, handbooks, and resources website.
- Assist in design and deployment of the session proposal and abstract processes, including submission and review (currently using CTI).
- Assist with data input for various program-related activities using ASHG's Abstract/Speaker Management partner (currently CTI).
- Draft communication and coordinate logistics for speakers, moderators, reviewers, and organizers of sessions to support implementation of programmatic needs.
- Prepare reports and provide data analysis to support the work of the Program Committee and the organizational strategies.
- Assist with the development and proofing of program-related materials including the following: Program-at-a-Glance, Mobile App, and Web Materials.

Accreditation

- Assist in preparation of applications and final reports for accreditation bodies (currently ACCME, PACE, NSGC).
- Assist in development of materials and SOPs that follow accreditation guidelines and processes.
- Manage collection of financial disclosures from committee members, reviewers, speakers, moderators, and staff involved in meeting planning.
- Ensure all language in marketing materials and ASHG website align with guidelines from accreditation bodies.

General/Administrative Support (including onsite at the Annual Meeting)

- Monitor and respond to (or forward to appropriate party) all emails received in the meeting-related email inbox(es) in a timely manner.
- Assist with speaker and committee member reimbursement.
- Reviews meeting-related invoices for accuracy and codes to appropriate department.
- Attend the Annual Meeting and provide logistical support including in the ASHG meeting office.
- Provide support to the Scientific Programs & Career Development Department when needed including but not limited to website development, and other logistical needs throughout the year.
- Perform other duties and special projects as assigned.

Qualifications

- Bachelor's degree. Equivalent combination of education and experience will be considered.
- Demonstrated experience preferred, internships and other temporary work acceptable.
- Excellent written and verbal communication skills.
- The ideal candidate will be organized, proactive, a strong communicator, and enjoy working in a team-based environment.

- Knowledge of scientific conferences or speaker coordination is a plus.
- Proficient in Microsoft Office software (i.e., Outlook, Word, Excel, PowerPoint).

Working conditions

- Day shift hours primarily. 37.5 hours/week, full-time non-exempt. Occasional evening or weekend meetings or events, and travel 1-2x/year, including to the Annual Meeting each fall.

Physical requirements

- This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of ~20 lbs.

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 31 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.

This position allows for a remote work environment, with access and travel to ASHG's headquarter building located in Rockville, MD, as wanted and necessary.

To Apply: Please email cover letter and resume in pdf format to jobs@ashg.org.

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