The American Society of Human Genetics (ASHG) has a temporary 9-12 month position for a Public Affairs Assistant that will run from summer 2023 until summer 2024. In this full- or part-time, entry-level position, a recent graduate will have extensive exposure to science policy and advocacy to advance human genetics and genomics research at the federal level. Reporting to the Manager of Policy and Advocacy, the individual will support the major functions of the Government and Public Affairs Committee and the Professional Practice and Societal Implications Committee. Responsibilities will include providing administrative assistance with ASHG’s annual Hill Day and other key events on Capitol Hill; maintaining advocate databases; all scheduling and logistics for committee meetings; writing, editing and/or proofing material for advocacy events and submission; assisting with development and execution of major events associated with ASHG’s 75th anniversary annual meeting in Washington, DC; attending calls with ASHG’s legislative advisors; and providing administrative assistance to the department. The Policy and Advocacy Assistant works in a team environment to provide administrative support for ASHG policy and advocacy including events at the Annual Meeting and additional meetings as directed.

Location: The ideal candidate will be in the DC-MD-VA metropolitan area. However, a full-time remote candidate will be considered. If remote, the individual must be willing to make occasional trips to the DC area for required events, for which ASHG would cover travel costs.

Salary: $21.50/hour. Medical/dental insurance provided.

Duties & Responsibilities

Committee Activity and Support

• Provide logistical support for two ASHG committees 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 annual meeting events and forums.
• Assist with data input for various activities using ASHG’s advocacy tool SoftEdge and maintaining/updating a database of ASHG advocates.
• Draft communication and coordinate logistics for speakers, moderators, and organizers of sessions to support implementation of events and activities.
• Conduct research as requested on topics related to genetics and public policy and advocacy, including disease burden, economic impact, legislative history, etc.
• Contribute to written material in ASHG communications newsletters and website, including news “blurbs” on key articles, blog posts, legislative updates, etc. Assist with proofing related content.

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

Monitor and respond to (or forward to appropriate party) all emails received in a timely manner.
Assist with speaker and committee member reimbursement.
Review meeting-related invoices for accuracy and codes to appropriate department.
Attend the Annual Meeting and provide logistical support for all events, and staffing the policy section of the ASHG booth on the exhibit floor.
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 genetics and genomics.
- Proficient in Microsoft Office software (i.e., Outlook, Word, Excel, PowerPoint).

Working conditions

- Day shift hours primarily. 20-37.5 hours/week, full-time non-exempt.
- Possible travel 1-2x/year, including to the Annual Meeting in Washington, DC.

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/