THE AMERICAN SOCIETY OF HUMAN GENETICS (ASHG)
Program Manager: Scientific Meetings

Date: January 18th, 2017

Status: Exempt

Reports to: Director of Meetings

Job Overview: Manage the growing scientific programmatic needs of the ASHG Annual Meeting and other initiatives as dictated by the Society’s strategic goals and the Director of Meetings. The position supports the work of the Program Committee and the meetings department.

Scientific Program Committee/Scientific Program/Collaborations (75%):
● Serves as staff liaison to the Program Chair/Program Committee; supports and advises the program chair/program committee throughout the year and coordinates the onboarding of new committee members
● Works with and advises the Program Chair/Program Committee on all programmatic/scientific aspects of the Annual Meeting. This includes the invited session/workshops process, abstract submission process, and collaborations with external organizations; communicates with and provides historical perspective as needed
● Coordinates all Program Committee meetings (in-person meetings, videoconferences, and phone conferences), including generating agendas and preparing minutes
● Develops guidelines for invited sessions, workshops, and abstracts for the Annual Meeting and manages the overall process of proposal submission, evaluation, speaker management, and communication
● Works closely with IT and meeting staff to set-up the abstract/proposal submission sites and website content
● Manages the proposal and abstract review processes with the Program Committee and helps identify alternative reviewers when needed
● Communicates with proposers/speakers and serves as liaison with proposers throughout the planning process; communicates needs from proposers to meeting staff as needed
● Corresponds with workshop organizers and registrants regarding preparation for workshops
● Develops on-site evaluation forms and tabulates evaluation results for invited sessions/invited workshops and other special events organized by the Program Committee
● Creatively explores ways to encourage new communities to submit abstracts and invited session and workshop proposals
● Works with the PC to analyze and monitor Annual Meeting content to determine effectiveness; makes recommendations for changes and/or improvements when necessary
● Examines data from abstract/invited submissions and looks for trends that may impact future meetings
● Works on meeting surveys and ensures feedback received from PC/attendees is explored and implemented when possible
● Explores new technologies and collaborations to expand the Society’s outreach and foster new Annual Meeting programs (e.g., co-sponsored events, educational workshops, and satellite meetings associated with the Annual Meeting)
● Stays current with industry/association trends to ensure that Annual Meeting programs reflect best practices in adult engagement, learning and technology
● Supports the Director of Meetings in all programmatic aspects of the Annual Meeting program
● Supervises and assigns day-to-day tasks for the Program Assistant
Manage Program Dissemination and Content (15%)
● Responsible for the printed and web-based scientific program, including printer quotes, arranging and collecting session content descriptions, collecting material from other departments for inclusion in the program, proofing and coordinating files and page proofs to/from the printer
● Oversees editorial process for the Annual Meeting printed program and Program-at-a-Glance
● Works with IT and meetings staff to ensure accuracy of scientific content on the mobile app
● Supports presenters with ideas and tips for making clear and informative presentations, e.g., webinars, style guides, etc.
● Manages the approval process for posting meeting videos, communicates with speakers to secure approval, and works with the IT department to expand online content
● Works with IT staff and the audio-visual company to ensure speaker videos are ready for posting on the website; responsible for quality control of speaker videos
● Explores additional opportunities for capturing program content (e.g., platform sessions) and provides advice on best ways to disseminate
● Develops innovative ways to share meeting content and enhance meeting interactions (e.g., through webinars, webcasts, virtual meetings, hybrid meetings, or through social media channels)

Other (10%)
● Attends relevant scientific meetings and other meetings at which ASHG exhibits to understand developments in related fields, and to identify new contacts and opportunities as appropriate
● Facilitates meetings with leaders to help plan programmatic collaborations that will benefit the ASHG Annual Meeting
● Works closely with the Executive Director and senior staff (Directors) as it relates to the growth of the scientific program
● Works collaboratively with meeting staff to balance assignments with the goal of creating the best Annual Meeting product each year for all stakeholders
● Ability to contribute to strategic discussions/thinking as it relates to the Annual Meeting
● Other duties as needed and directed

Minimum Qualifications/Criteria
● A master's degree in human genetics or closely related field
● 5-7 years of professional experience
● Experience with scientific associations is a plus
● Must be detail-oriented and have excellent organizational skills
● Must have the ability to manage and to set priorities, work effectively as an individual and as part of a collaborative team, and have the confidence to interact with high-profile scientists
● Experience in program development and volunteer management
● Successful candidate will also have proven ability to identify new opportunities, balance concurrent projects, and produce results in a timely manner
● Excellent written and verbal communication skills are essential, as is proficiency with Microsoft Office and social media communications
● Travel is required.