



American Society for Biochemistry and Molecular Biology

11200 Rockville Pike, Suite 302  
Rockville, Maryland  
20852-3110  
USA

**Position Title:** Education and Public Outreach Coordinator

**Department:** ASBMB

**Reports to:** Manager of Public Outreach

**Status:** Full time, Non-exempt

**Date:** January 24<sup>th</sup>, 2017

**Primary Function:** Promotes and improves biochemistry and molecular biology education; develops and programs local and National science outreach events; and improves career development resources and opportunities for graduate students and postdoctoral researchers.

### **Responsibilities and Duties:**

Under the guidance of the department director, the Education and Public Outreach Coordinator will be responsible for the following:

- Collaborates with the department director and ASBMB staff to develop new initiatives in the above areas
- Maintains education, career, and public outreach information on the Society's website
- Develops content related to the department's programs for the Society's website, member magazine, and marketing efforts
- Coordinates the event planning for committee retreats and other committee related events
- Assists with the development and execution of departmental webinars
- Assists with the Society's communication training program, which includes "The Art of Science Communication" online training course
- Assists with the management of Education and Public Outreach events at the Society's Annual Meeting
- May serve as staff liaison to subcommittees within the Education and Professional Development and the Public Outreach committees
- Provides support to the department director, as needed
- Attends events as assigned by the department director (minimal travel)
- Other duties as required

### **SKILLS AND QUALIFICATIONS:**

- B.A./B.S. in Life Sciences, Master's or Ph.D. in a molecular life science field preferred
- Proficiency with MS Office Suite, Web Development, social media platforms
- Excellent oral and written communication skills
- Science communication and e-learning platform experience preferred
- Prior experience at a non-profit scientific organization and/or working with volunteers is a plus, as is experience with science outreach programs.