



Society for Developmental Biology

Advancing the field of developmental biology

Established in 1939

Position Title: Administrative Coordinator

Status: Non-Exempt

Reports to: Executive Director

Date: February 1, 2019

The Society for Developmental Biology (SDB) is a non-profit scientific organization in Bethesda, MD.

Responsibilities:

- Maintain routine correspondence
- Reply to email, telephone, fax inquiries: membership and society activities information
- Maintain office supplies
- Copy documents and other materials as necessary
- Maintain and update SDB website
- Maintain and update membership database (dues and subscriptions)
- Process and produce reports for accounting of payments for:
 - membership dues and subscription
 - annual meeting registration and abstract submission
 - regional meeting registrations
 - vendors and sponsors
- Process vendors' requests for membership mailing list
- Maintain an activities calendar and assist ED and other society officers in their duties
- Assist ED in new member application:
 - Check new member applications for completeness and obtain missing information
 - Send welcome letters to newly accepted members
- Assist ED in recording and maintenance of society archives
- Assist ED in coordinating and preparing for Board meetings and deadlines
- Assist ED in implementing Board decisions and follow-ups
- Assist ED in coordinating annual election to the Board:
 - preparation of electronic ballots
 - collection of results
- Assist ED in compilation of materials, production and distribution of electronic announcements to membership
- Provide clerical help to members of BOD, committees and subcommittees as instructed by ED
- Maintain lists of BOD, committees and subcommittees
- Assist ED in annual meeting management:
 - update meeting website, online registration and abstract submission forms
 - send meeting materials to non-members as requested
 - solicit corporate sponsorship, process donations and maintain database
 - solicit vendors for exhibition, process payments and maintain database
 - solicit posting of meeting announcements to other societies and organizations

- registration: pre-meeting and on-site, process payments, maintain registrant database and print name badges
 - abstracts: process payments and export submitted abstracts to ED for programming
 - produce meeting booklet containing the program, awards, vendors, sponsors
 - coordinate and supervise local student/postdoc helpers for on-site duties
 - prepare RFPs and obtain quotes for meeting supplies and services from prospective meeting decorators, and assist ED on selection of providers
 - assist ED with space assignment, prepare set-up instructions for exhibit space and posters
 - assist ED with food and beverage selections, entertainment, audiovisual needs
 - assist invited speakers and SDB awardees with:
 - talk titles and abstract submission
 - process reimbursement requests for ED approval
 - answer inquiries
 - other activities as necessary
- Assist ED in coordination of regional meetings:
 - provide information for meeting organizers
 - provide regional membership mailing addresses to organizers
 - update regional meetings' online registration forms and maintain registration databases for each meeting
 - process payments and produce reports for accounting
 - provide list of registrants for each meeting
 - Assist ED and Publications and Communications Manager on:
 - e-blasts for membership on SDB announcements, activities, e-News
 - marketing, promotional, informational e blasts for various SDB meetings and programs
 - Create surveys and forms using Survey Monkey and Jotform, distribute to appropriate members, and compile results
 - Execute other related duties as requested or approved by ED

Minimum Qualifications and Skills:

- Bachelor's degree preferred, High School Diploma with relevant college courses accepted
- 3-5 years of related experience, preferably in a scientific non-profit or association
- Excellent attention to detail and organizational skills
- Exceptional verbal and written communication skills
- Excellent phone etiquette and customer service skills
- Excellent professional discretion
- Ability to work effectively as a team player
- Ability to work with databases and membership/meeting/abstract management software
- Proficient in Microsoft Office and Adobe Acrobat
- Basic knowledge of HTML coding