



Position Title: Meetings Assistant

Location: Rockville, MD

Status: Non-exempt, 37.5 hours/week

Reports to: Senior Director of Meetings/Chief of Staff

Department: Meetings

Date: February 11th, 2019

PRIMARY FUNCTION: Provides administrative and logistical support for the ASHG Annual Meeting

MAJOR DUTIES AND RESPONSIBILITIES:

Annual Meeting Support (85%)

- Provides general administrative assistance and logistical support for all Annual Meeting related activities
- Updates documents, task lists and timelines. Prepares agenda for department meetings.
- Prepares RFP letters to vendors/service providers (e.g., first aid, personnel, child care).
- Assists with the data input for various meeting-related orders and updates vendor orders using Access databases and/or Word documents/Excel spreadsheets.
- Works with meeting staff to develop and proof meeting materials such as sign orders, meeting-related work orders, meeting specifications, BEOs, etc.
- Coordinates packing of Annual Meeting materials and orders meeting-related supplies.
- Reviews meeting-related invoices for accuracy and codes to appropriate department.
- Updates meeting surveys using Survey Monkey and other programs.
- Assists in handling inquiries for general email accounts.
- Assists in ensuring compliance with ADA needs for attendees and makes arrangements for interpreters and other services as needed.
- Schedules meetings/conference calls and prepares agendas as directed.
- Attends the Annual Meeting and provides logistical support in the ASHG meeting office and elsewhere as required.
- Assists with logistics for ancillary meeting requests.

Other (15%)

- Provides administrative support for other activities when requested and performs other duties that may be required to assist with tasks for other departments from time to time.
- Travels to the Annual Meeting is required and other occasional travel may be necessary.

Position may be reassigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.

Skills required:

- Excellent written and verbal communication skills
- Attention to Detail
- Ability to manage multiple projects, prioritize and meet deadlines
- Ability to build and maintain professional working relationships, including with ASHG staff and vendors
- Professional behavior and judgment within and outside the organization
- Strong interpersonal skills and the ability to work with a team

Education and experience:

- Bachelor's degree preferred, or equivalent combination of education and experience
- 1-3 years of meetings experience, scientific meeting experience preferred

Working requirements:

- Sitting for a full work day, extensive use of computer keyboard, mouse and monitor
- Regular local travel to attend meetings and conferences. Long-distance multi-day travel to attend ASHG's Annual Meeting
- Travel and other work related assignments on weekends and evenings are possible.
- Occasionally requires lifting materials of approximately 20 lbs.
- Working long hours onsite at meetings.