Position Title: Outreach and Education Coordinator
Department: ASBMB
Reports to: Director of Education, Professional Development and Outreach
Status: Full time, Non-exempt
Date: November 11th, 2020

Primary Function: The Outreach and Education Coordinator supports ASBMB’s efforts to enhance public perception of science and science literacy through the development and implementation of local, national and virtual science outreach events. This role additionally coordinates activities to promote and improve biochemistry and molecular biology education.

Responsibilities and Duties:

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

- Serve as staff liaison to the Science Outreach and Communication Committee, including coordination of the event planning for committee retreats and other committee related events
- Oversee the Society’s communication training program, which includes running “The Art of Science Communication” online training course
- Collaborate with the department director and ASBMB staff to develop new training programs, resources and materials that help prepare ASBMB members to engage with the public
- Collaborate with the Diversity and Undergraduate Education Coordinator to implement the Student Chapters Outreach Seed Grant program
- Provide logistic support for the member-led ASBMB degree-accreditation program
- Coordinate development, administration and scoring of the annual degree certification exam
- Develop content related to the department’s programs for the Society’s website, member magazine, and marketing efforts
- Assist with the development and execution of departmental webinars
- Assist with the management of education and outreach events at the Society's Annual Meeting
- Maintain outreach and education information on the Society's website
- Provide support to the department director, as needed
- Attend events as assigned by the department director (minimal travel)
- Other duties as required

SKILLS AND QUALIFICATIONS:

- B.A./B.S. in Life Sciences required, Master's in a molecular life science field preferred
- Proficiency with MS Office Suite, Web Development, social media platforms
- Excellent organizational skills with the ability to prioritize work to meet deadlines
- Strong oral and written communication skills, with additional science communication experience a plus
- Ability to be flexible and work creatively as part of a team or autonomously
- Prior experience at a non-profit scientific organization and/or working with volunteers preferred, as is experience with science outreach programs