Job Title: Executive Assistant

Classification: Full time (37.5 hours/week), Exempt

Reports to: Executive Director

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit, scientific and educational organization. With over 11,000 members, made up of students, researchers, educators and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

ASBMB is seeking a full-time Executive Assistant. This person will provide high-level administrative support for the executive director and serve as the primary point of contact for all matters pertaining to the executive office.

**Major Duties and Responsibilities:**

- Serve as the administrative liaison between the executive director and Council members
- Communicate with all levels of volunteer leadership, especially the Council members
- Coordinate all conference calls and zoom meetings for the executive director
- Maintain up-to-date Council and committee rosters on the Society’s website
- Manage the Council report development process including assembling briefing materials, collecting committee and other reports as necessary
- Prepare Council meeting minutes for review by the executive director
- Ensure volunteers are properly notified, in a timely manner, of meeting arrangements and expectations
- Coordinate Council meetings logistics including collecting participant travel itineraries
- Coordinate new Council and Committee Chair orientations
- Arrange travel plans, itineraries, and compile documents for travel related meetings
- Some travel required

*Responsibilities may be modified or changed at any time to fulfill organizational requirements.*

**Skills and Qualifications:**

- Bachelor’s degree or equivalent combination of education and experience
- 5-7 years’ experience
- Excellent oral and written communications
- Exceptional interpersonal skills with positive outlook and ability to build relationships
- Strong initiative, analytical and critical thinking with the ability to anticipate the needs of the executive director.
- Self-motivated with ability to work under pressure
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint)

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; generous paid time off; medical, dental and vision insurance plans; flexible
spending; life and short- and long-term disability insurance; and more. Close to metro and bus service. Paid parking.

To apply, please go to www.faseb.org/employment. Attach a cover letter and a resume with salary requirements.

To learn more about ASBMB, please visit www.asbmb.org

ASBMB is an equal opportunity employer.