



Job Title: Membership Coordinator
Classification: Full-time (37.5 hours/week), Non-Exempt
Reports to: Senior Manager, Membership

The American Society for Pharmacology and Experimental Therapeutics (ASPET) is a not-for-profit membership organization, whose members conduct basic and clinical pharmacological research and work for academia, government, pharmaceutical companies, small bio-tech companies, and non-profit organizations. Our members work in a variety of different fields, and their research efforts help develop new medicines and therapeutic agents to fight existing and emerging diseases.

ASPET is seeking an outstanding Membership Coordinator to work with the Membership team to provide customer support, with a focus on assisting the ASPET Divisions. The Membership Coordinator will also work with the Marketing team to ensure that division news updates, webpages, and social media are kept up-to-date; assist, monitor and moderate ASPETConnect division communities with questions, post discussions, manage library documents, and maintain professional dialog. Furthermore, assist with member outreach, renewal campaigns, and support ASPET chapters and their meetings.

Duties and Responsibilities

- **Division Liaison**
 - Provide meeting support for division executive committees and division award committees, including regular teleconference scheduling, distribution of meeting materials, and communication with members; act as a liaison between division executive committees and staff
 - Coordinate division activities such as annual elections, committee reports, conference programming, and other events as requested
 - Maintain division records and documents, including standard operating procedures, committee rosters, and meeting minutes; ensure alignment with best practices
 - Work with the marketing department to ensure that division news updates, webpages, and social media are kept up-to-date; coordinate email requests

- Facilitate communication across divisions in coordination with division leadership and communication officers
- Organize and provide support for webinars and meetings for division leadership
- Monitor and moderate ASPET*Connect* division communities to assist with questions, post discussions, manage library documents, and maintain professional dialog.
- Assist in coordinating the ASPET Student/Postdoc Poster Competition
- Assist in coordinating the division-sponsored scientific achievement awards
- **Membership Support**
 - Provide support for member queries through email and phone
 - Monitor and moderate ASPET*Connect* to assist with questions and maintain professional dialog
 - Assist with member outreach and renewal campaigns
 - Assist with support for ASPET chapters and chapter meetings
 - Assist with administration of the ASPET Travel Awards Program
 - Other duties as assigned
- **Administrative Support**
 - Provide support for main business phone line, providing customer service or routing calls as needed
 - Assist with collating of mailings as needed for elections, memberships renewals, *The Pharmacologist*, Explore Pharmacology or other mailings
 - Annually research and update the database of nationwide pharmacology chairs and departments
 - Maintains and organizes physical and electronic files
 - Assist in routine use, functioning and recommendations for the office equipment and supplies.
 - Travel and other work-related assignments on weekends are possible.

Note: Incumbent is expected to perform other duties as assigned in support of organizational goals and the Society's strategic plan, including travel to and support at the Society's annual meeting.

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

Skills and Qualifications

- Bachelor's degree required with minimum two (2) years of experience in program support.
- Previous experience with non-profit organization is a plus, particularly in the context of working with volunteers

- Experience with data management via Access or related platforms is also desirable
- Ability to establish and maintain effective working relationships with colleagues and superiors
- Ability to deal tactfully and diplomatically with members
- Ability to work effectively both independently and as part of a team
- Ability to effectively manage multiple tasks with competing deadlines simultaneously
- Excellent written and verbal communication skills
- Excellent organizational skills
- MS Word, MS Excel, PowerPoint required

Benefits:

This is a full-time, non-exempt position. ASBMB offers exceptional benefits including professional development opportunities, 403-B retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking are offered.

Location:

This position is located in Rockville, Maryland and in walking distance to Metro and on major bus lines.

For more information and to apply, visit <http://www.faseb.org/employment>. Please send a cover letter and salary requirements with your resume.

To learn more about ASPET, please visit www.aspet.org

ASPET is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.