



American Society for  
Biochemistry and Molecular Biology  
6120 Executive Blvd., Suite 400  
Rockville, Maryland  
20852-4905

**Position Title:** Meetings Coordinator  
**Department:** Meetings  
**Reports to:** Director of Meetings  
**Status:** Full-time (37.5 hours/week), non-exempt status  
**Date:** May 12, 2022

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 10,000 members, made up of students, researchers, educators, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

The Meetings Coordinator position is responsible for contributing to the successful planning, implementation, and growth of ASBMB's in-person and virtual meetings. Knowledge of scientific meetings a plus. This position requires a high level of attention to detail and customer service skills. The ideal candidate is a self-starter with a positive attitude who desires to show ownership and commitment to the job. This position reports to the Director of Meetings.

#### Essential Functions and Responsibilities

- Support registration and abstract submissions and respond to inquiries.
- Support in-person and virtual event operations.
- Coordinate the preparation of conference programs, updating databases, website, and mobile app.
- Correspond with attendees, presenters, speakers, exhibitors, sponsors, and help ensure excellent customer service to all stakeholders.
- Ensure event deliverables are accurate and meet timelines.
- Provide input for enhancements and research potential solutions.
- Perform other duties, tasks, and projects, as assigned.

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

#### Education, Experience and Required Proficiencies:

- Bachelor's degree in event management, business, or marketing preferred.
- Excellent attention to details and proofing skills.
- Strong written and oral communication skills.
- At ease with learning new technology quickly and independently.
- Ability to manage multiple tasks accurately and meet deadlines.
- Ability to work individually as well as collaboratively with tact, diplomacy, and poise.
- Adaptability and problem-solving skills.
- Proficient in Microsoft Office Suite.
- Able and willing to work flexible hours as needed.
- Some travel required to fulfill job responsibilities.
- While performing the functions of this job, the employee is occasionally required to lift, carry (up to 40 pounds), stoop, bend, climb, push, pull or perform other physical activities or walk and/or stand for long periods of time.

**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. Currently staff are required to work in the office 3 days a week and work remote 2 days a week.

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

**Individuals with disabilities:**

If you need an accommodation to complete the application process, please contact FASEB's Human Resources Department at [resumes@faseb.org](mailto:resumes@faseb.org)

To learn more about ASBMB, please visit [www.asbmb.org](http://www.asbmb.org).

ASBMB 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.