



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

Position Title: Marketing Assistant
Department: Marketing
Reports to: Marketing Manager
Status: Full time (37.5 hours/week), Non-exempt status
Date: July 6, 2022

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.

The ASBMB is seeking a full-time **Marketing Assistant** with an attention to detail to assist with the marketing for all programs within the society.

Duties and Responsibilities:

- Manage the ASBMB email platform (Real Magnet) and oversee the execution of the email marketing calendar.
- Work with Marketing Manager to manage design projects and oversee brand guidelines.
- Oversee marketing list development and procurement.
- Exhibit at external meetings to promote the society.
- Select and coordinate with vendors for various projects.
- Assist departments with website content updates.

Skills and Qualifications:

- College degree in business or marketing.
- Prior 1-2 years' experience is preferred, but not required.
- Must possess excellent organizational, interpersonal, written, and verbal communication skills.
- Familiarity with a website content management system (CMS), HTML, email platforms, Adobe Illustrator, InDesign and Photoshop is a plus.
- Knowledge of biochemistry/molecular biology fields also a plus but not required.

Benefits:

This is a full-time, non-exempt position. ASBMB offers exceptional benefits including professional development opportunities, 403-8 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 major bus lines. Employees are required to commit to working three days per week in the office.

How to Apply:

Please send a cover letter and salary requirements with your resume by visiting: <https://www.faseb.org/employment>.

Individuals with disabilities:

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

To learn more about ASBMB, please visit 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.