



Position Title: Professional Development and Engagement Coordinator
Status: Part-time (20 hours/week), Non-exempt status
Salary: \$30,000/year plus benefits for 20 hours per week
Reports to: Senior Manager of Engagement, Community Building, and Professional Development
Department: Engagement
Location: Remote
Job Posting Date: September 30th, 2026

For full consideration, please submit a resume and cover letter
www.faseb.org/employment site. Applications will be considered on a rolling basis
and the position will remain open until filled.

If an accommodation is needed to complete the application process, please contact the Human Resources Department at resumes@faseb.org.

Founded in 1931, the Genetics Society of America ([GSA](http://www.faseb.org)) is the professional membership organization for scientific researchers and educators in the field of genetics. Our members work to advance knowledge in the basic mechanisms of inheritance, from the molecular to the population level.

GSA seeks an Engagement and Professional Development Coordinator who will coordinate and implement virtual and in-person professional development workshops, seminars, and other related events. These efforts include project management, detailed communication, and participant tracking. This role will require occasional travel to GSA conferences to administer in-person professional development offerings. The Engagement Events and Professional Development Program Coordinator reports to the Senior Manager of Engagement, Community Building, and Professional Development and works closely with GSA's Conferences and Communications Departments.

Major Duties and Responsibilities:

- **General Duties**
 - Coordinates virtual events, including workshops, seminars, and networking events.
 - Interfaces with GSA Committees to implement engagement, professional development, and DEI programming.
 - Communicates with genetics researchers from myriad backgrounds and career stages.
 - Travels to in-person conferences as needed to implement professional development events.



- **Professional Development Programming Administration (80%)**
 - Assists with finding relevant events, job postings, and other resource links for the GSA early career newsletter and social media.
 - Implements professional development events determined by GSA Conferences and conference organizers, including but not limited to virtual and in-person networking events and workshops.
 - Coordinates event scheduling and volunteers, including moderators, external conference event offerings and facilitators, professional headshot photographers, and other participants as needed.
 - Monitors virtual and in-person seminars, workshops, and professional development programs to ensure participants adhere to GSA's Code of Conduct.
 - Submits marketing information to the GSA Communications Department for the promotion of Engagement offerings.
 - Compiles data to update Salesforce records, including participation tracking and other metrics.
- **GSA Committee Co-liaison (10%)**
 - Interfaces with GSA Committees as needed
 - Schedules monthly, quarterly, or annual Committee meetings in partnership with Committee Chairs.
 - Drafts Committee meeting agendas in partnership with Committee Chairs.
 - Drafts select bi-annual Committee Board reports in partnership with the Engagement Manager.
 - Coordinates annual Committee membership calls, professional development and training programs, and the Presidential Membership Initiative.
- **Virtual Seminars and Webinars Coordination (10%)**
 - Coordinates volunteer-, GSA-, Committee-, or facilitator-led virtual seminar series and webinars.
 - Submits marketing information and event recordings to the GSA Communications Department.

Skills and Qualifications:

- Bachelor's degree, scientific background preferred
- At least 4 years' experience working in a program coordinator or equivalent role in a non-profit, research institution, or academic setting
- Virtual seminar, course, and event coordination experience preferred
- Experience engaging in outreach activities preferred

Requirements

- Demonstrated understanding of the professional development needs of scientists, including emerging trends, scientific training, and evolving career pathways.



- Demonstrated project management and organizational skills, including the ability to manage multiple simultaneous projects, prioritize competing demands, and effectively use project management tools.
- Proficiency with Microsoft Office Suite, Google applications, virtual meeting platforms such as Zoom and Microsoft Teams, and other software used in a remote working environment, with the ability to quickly learn new technologies.
- Excellent written and verbal communication skills, including the ability to work collaboratively with a diverse range of internal and external stakeholders.
- Exceptional problem-solving skills, adaptability, and willingness to learn and develop new skills.
- Demonstrated ability to use sound judgement in decision-making.
- Familiarity with scholarly societies and their operational environments is preferred.

Working Conditions

- Required to sit for long periods of time
- Extensive use of office computer equipment
- Occasional light physical effort required
- Occasional travel required

FASEB 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.

For more information about GSA, please visit our website: <http://www.genetics-gsa.org/>