Position Title: Science Policy Analyst  
Department: Public Affairs  
Reports to: Director, Public Affairs  
Status: Full-Time, Exempt  
Date: June 19, 2023

ASBMB is seeking a Science Policy Analyst for our Public Affairs Department. The Science Policy Analyst acts as a liaison between the Society, the federal government, advocacy groups and ASBMB members. This individual will assist in the development and execution of ASBMB public affairs programs with respect to legislative activities; help manage Public Affairs Advisory Committee operations, and work closely with ASBMB public affairs leadership in developing, articulating, communicating, and implementing public policy positions on behalf of ASBMB.

Major Duties and Responsibilities:

- Assist with advancing science policy objectives
  - Tracks congressional / legislative issues as assigned:
  - Drafts correspondence, testimony, position statements, action alerts, talking points and press statements on assigned portfolio of issues
  - Assists in formulating comment letters to federal agencies with policy recommendations to improve the research ecosystem
  - Assists with the coordination of annual ASBMB Hill Day advocacy visits, including scheduling meetings with congressional offices and preparing background materials

- Communicates ASBMB positions and represent the Society:
  - Writes articles and other content for policy blog, member magazine, and website
  - Arranges meetings for ASBMB leadership with members of Congress, congressional staff, and agency officials. Prepares all background materials for scheduled meetings
  - Represents ASBMB at coalition meetings

- Serves as staff liaison to Public Affairs Advisory Committee:
  - Maintains a database of committee membership and provides project management oversight to ensure committee commitments are being met and tasks accomplished
  - Creates and manages websites and electronic interactive forms for meetings, nominations, voting, administrative use, etc.

- Organize ASBMB events and programs:
  - Plans and executes webinars connecting members with federal agency officials
  - Assists in managing ASBMB’s Advocacy Training Program
  - Runs advocacy related events and sessions at ASBMB’s annual meeting
Skills and Qualifications:
• Bachelor's degree in public policy, biomedical sciences and/or related field required
• 1-3 years of experience in science and/or public policy, including internship experience
  and/or graduate school
• Must have excellent oral and written communications skills
• Must have the ability to consistently meet deadlines and stay organized
• Must be able to work independently and as part of a team
• Must have strong Microsoft Word, PowerPoint, and Excel skills

Benefits
This is a full time, exempt position. ASBMB offers exceptional benefits including professional
development opportunities, 403-B retirement, Paid holidays, annual and sick leave, medical,
dental and vision insurance, life insurance, short- and long-term disability, and free on-site
parking are offered.

Location
This position is located in Rockville, Maryland and within walking distance of the Metro and on
major bus lines. Currently all staff are required to work in the office 3 days per week and work
remotely 2 days per week.

How to Apply:
For more information and to apply, visit http://www.faseb.org/employment. Please send a
cover letter including 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

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.