



## The American Society for Pharmacology and Experimental Therapeutics

**Position Title:** Marketing and Communications Coordinator  
**Status:** Full-time (37.5 hours/week), Non-Exempt  
**Date:** June 22, 2021  
**Reports to:** Director of Marketing

The American Society for Pharmacology and Experimental Therapeutics (ASPET) is a 4,000-member scientific society whose members conduct basic and clinical pharmacological research and work for academia, government, large pharmaceutical companies, small biotech companies, and non-profit organizations. Our members' research efforts help develop new medicines and therapeutic agents to fight existing and emerging diseases.

ASPET is seeking an outstanding Marketing and Communications Coordinator to support the Society's communications efforts, including but not limited to, social media, quarterly magazine, email newsletter, email marketing, and online community to build awareness and engagement for ASPET with key constituents.

### Key Duties and Responsibilities:

#### Social Media:

- Manages and maintains ASPET's social media platforms including but not limited to Facebook, Twitter, LinkedIn, blogs, YouTube, and Wikipedia.
- Works with marketing team, other key staff members, and society leaders to create, plan, schedule, and implement social media campaigns and posts to increase member involvement and market ASPET's activities in coordination with the marketing team.

#### Quarterly Magazine:

- Coordinates production of the quarterly magazine, *The Pharmacologist*, including, but not limited to, collecting, and creating content, planning, and tracking work of staff and freelance contributors, collecting graphics and permissions for articles, creating, and implementing production timelines and approval processes, proofreading, and editing for clarity, accuracy, consistency of message, presentation, and style.

#### NewsBrief Email Newsletter:

- Edits and coordinates production of the email newsletter, *ASPET NewsBrief*, including but not limited to, collecting, creating, and implementing content, production timelines, and approval processes.

#### Email Marketing:

- Works with Director of Marketing, other key staff members, and society leaders to create and produce emails related to all society activities and programs.

**Online Community:**

- Works closely with marketing team to communicate programs and activities in the online community.

**Other Marketing:**

- Works with Director of Marketing to implement marketing campaigns for all society programs and initiatives.
- Contributes and assists with the coordination of the overall marketing and communications plan, including working with all ASPET staff to communicate activities and opportunities to members and stakeholders.
- Other duties as assigned.

**Skills and Qualifications:**

- 2+ years of experience in marketing and communications. Experience developing, coordinating, and implementing effective online and electronic marketing communications.
- Expert knowledge of Facebook, LinkedIn, Twitter, and other forms of social media, including Facebook Insights, Hootsuite, and other analytical tools.
- Knowledge in email platforms, production of e-newsletters/magazines, and proficiency with MS Office suite.
- Must have the initiative to prioritize, manage, and coordinate multiple assignments with tight timelines and budgets.
- Must have strong written and oral communication, proof-reading, editing skills, attention to detail, and excellent organization and project management skills.
- Must have the ability to communicate with staff, vendors, and members and must be comfortable working as part of a team.
- Knowledge in online communities, design software such as InDesign and Photoshop a plus.
- Knowledge in podcasts and video production a plus.
- College courses with relevant work experience required. Bachelor's degree in a related marketing or communications field preferred.
- Some travel is required.

**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](http://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.

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