



Position Title: Meetings Associate
Department: ASBMB Meetings
Reports to: Director of Meetings
Status: Full-time (37.5 hours/week), non-exempt status
Location: Rockville, Maryland (3 days in Rockville, Maryland and 2 days remote)
Salary: \$50,000/year
Date: June 9, 2024

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 researchers, educators, students, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

The Meetings Associate is an entry-level position that plays an important role in the planning, execution, and expansion of our diverse range of events. This position demands exceptional attention to detail and strong customer service skills. The ideal candidate is a proactive self-starter with a positive attitude, demonstrating a strong sense of ownership and commitment to their role.

Essential Functions and Responsibilities

- Collaborate closely with scientific organizers and external vendors to orchestrate event logistics, including venue setup, audio-visual requirements, accommodations, catering, abstract submissions, and shipment.
- Ensure all event deliverables adhere to high standards of accuracy and meet timelines, fostering a smooth and memorable experience for attendees, speakers, exhibitors, and sponsors.
- Serve as a primary point of contact for event-related inquiries, maintaining proactive correspondence with stakeholders to ensure exceptional customer service and satisfaction throughout all stages of event planning and execution.
- Manage registration systems and processes, facilitating seamless attendee registration, tracking, and communication.
- Prepare conference programs, update databases, websites, and mobile applications with relevant event information.
- Collect and analyze data from various sources, preparing comprehensive reports to inform decision-making processes.
- Stay abreast of industry best practices and emerging trends in event management, offering valuable insights and recommendations for enhancing event experiences and exploring innovative solutions.
- Assist with other tasks and projects as assigned, demonstrating adaptability and versatility in addressing evolving organizational needs.

Qualifications and Proficiencies:

- Bachelor's degree from a 4-year college or university.
- Excellent attention to details and proofing skills.
- Strong written and oral communication skills.

- Capable of managing multiple tasks simultaneously, prioritizing effectively, and meeting deadlines in a fast-paced environment.
- Ability to work both independently and collaboratively with tact, diplomacy, and professionalism.
- Strong problem-solving skills, demonstrating resourcefulness and creativity in addressing challenges as they arise.
- Proficient in Microsoft Office Suite and ability to adapt to and master new technologies independently.
- Willingness to work flexible hours as needed, including occasional travel to fulfill job responsibilities.
- Ability to perform occasional physical activities, such as lifting and carrying up to 40 pounds, as well as prolonged periods of standing or walking during events.

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, a hybrid work schedule, and free parking.

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 <https://www.faseb.org/employment>. A cover letter with salary requirements is required with your resume.

If you need an accommodation to complete the application process, please contact FASEB/ASBMB'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.