Position Title: Journals Support Coordinator
Department: Publications
Reports to: Publications Director, Manager of Journals Operations and Support
Status: Full-time (37.5 hours/week), non-exempt status
Date: February 1, 2022

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 10,000 members, made up of students, researchers, educators, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

ASBMB is seeking a Journals Support Coordinator that will provide administrative support for the Society’s Journals portfolio.

The Journals Support Coordinator will support the three ASBMB journals with particular emphasis on the organization's largest journal, Journal of Biological Chemistry. They will oversee editorial board changes; editorial board member (EBM) recruitment, training and renewals coordination and early career researcher (ECR) training. Responsibilities associated with the level of quality necessary for this position require a highly skilled administrator.

Responsibilities:

- **Journals Associate Editors Board**
  - Maintains invitations, renewal letters and additional documents
  - Maintains accurate sub-committee lists of Associate Editors and maintains global email lists with updates and changes.

- **Journal’s Editorial Board Members**
  - Maintains documents with terms of service, bylaws, and other documentation on editorial board members.
  - Oversees the JBC Editorial Board nomination, training, and support.
  - Liaises with Editorial Board Members and Society staff to keep over 750 members informed of policy and guideline changes.
- Maintains user data records for Editorial Board Members.

- **Journals Early Career Researchers**
  - Oversees the journals Early Career Reviewers board nomination, training, and support.
  - Maintains Editorial Board nomination user data

- **Publications Committee**
  - Maintains Publications Committee members documents with terms of service, bylaws, and other documentation

- **Publications Department**
  - Takes comprehensive and accurate minutes for meetings, including video and conference calls.
  - Schedules teleconferences, video conferences, and in-person meetings
  - Coordinates monthly EBM Newsletters and other relevant communications.

- **Administrative Support**
  - Processes expense forms and travel reimbursement for editorial board and associate editors
  - Manages and plans all events and meetings for the Publications Committee and the Journals large-scale events, such as Editorial Board meetings (local and remote). This responsibility includes vendor selection and logistics (hotels, caterers, AV equipment, etc.).

- **Journals Operations**
  - Coordinates monthly issue covers for JBC, JLR and MCP.
  - Tracks and follows up Journal reviews and special issues with authors and editors
  - Supports ASBMB Award Lectures annual submissions, Reflections, and Early Career
  - Collects; creates and maintains Publications Departments procedures.
  - Provides support for the ASBMB Annual Meeting.

**Skills and Qualifications:**
- Strong writing and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to handle multiple projects
- Fast learner and self-motivated
- Experience using project management software
- Ability to meet deadlines
- Ability to work independently and within a team with minimal supervision
- MS Office skills
• Available to travel to the ASBMB Annual Meeting
• Able to work on site in our Rockville, Maryland office

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, and free parking.

Location:
This position is located in Rockville, Maryland and in walking distance to Metro and on major bus lines.

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

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.