The Genetics Society of America (GSA) 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 Professional Development Program Assistant that will coordinate and administer the planning and implementation of professional development workshops and events at GSA. These efforts include project management, workshop planning, event organization and communication, and post-event analyses. The Engagement Professional Development Program Assistant reports to the Membership, Engagement, and Early Career Programs Manager and works closely with the Conferences and Communications Departments.

**Major Duties and Responsibilities:**

**General Duties**

- Travels to in-person conferences to assist in the implementation of events as needed.
- Hosts virtual events, provides recordings, and generates captions.
- Assists with the review and approval of scientific topics for virtual events, including but not limited to events organized by the ECLP and the Multilingual Seminar Series.
- Disseminates program evaluations, collects, and analyzes data. Presents findings to GSA Staff and Board of Directors.
- Interfaces with GSA committees for development and implementation of professional development programming with particular focus on the needs of early career geneticists.
• Identifies and assists in writing grant opportunities in support of GSA conference professional development events and programs; assists in writing reports at the conclusion of funding.
• Attends and/or participates in professional development opportunities, including training opportunities and attendance of conferences.
• Works with Communications regarding implementation of new digital ideas and maximizing existing strategies.
• Works with Communications regarding conference aesthetics/mascots to increase and create broad appeal of conferences.
• Collaborates with Membership, Engagement, and Early Career Programs Manager and GSA staff to discuss innovative approaches to member engagement.
• Helps to analyze membership trends and needs and collaborates with Engagement Manager to make recommendations for initiatives to increase the number and broad reach of members.
• Communicates with genetics researchers from a variety of backgrounds and career stages.

Professional Development Programming (30%)

• Monitors and refines career and professional development programs via in-person and virtual formats.
• Coordinates with GSA Conferences and conference organizing committees to determine programming.
• Directs the implementation and delivery of conference programming, including but not limited to: (time estimates are for event programming per conference)
  - Careers in Academia (10h)
  - Conference Success Tips and Welcome (5h)
  - Career Exploration Panel (5h)
  - Getting Involved in GSA’s Early Career Professional Development (5h)
  - Multilingual Networking (2h)
  - Networking Hotspots (15h)
  - Poster Invitations (5h)
  - Arranging Twitter Meet-Ups (2h)
• Monitors virtual communities developed for career development programming and seeds conversations to increase engagement.

Conference Networking Events (20%)

• Directs the implementation and delivery of networking events at GSA Conferences, including but not limited to: Virtual Meet-Ups, Multilingual Networking, and Community Lunches.
• Determines topics for discussion.
• Assigns moderators and provides instruction for leading discussions.
Early Career Leadership Program Administration (30%)

- Works directly with GSA Conferences and ECLP members to implement ECLP-led conference events.
- Helps develop and implement professional development events throughout the year including but not limited to: Capitol Hill Day and Science Communication Workshop.
- Assists with program administration and application cycles.

Engagement Administration (20%)

- Establishes plans of actions and protocols for department activities, including but not limited to: Engagement Department processes, Conference processes, Membership processes, and Early Career Leadership Program processes.
- Performs data analyses of Engagement Department tasks, including but not limited to Conference processes, Membership processes, and Early Career Leadership Program processes.
- Creates, maintains, and updates protocols and procedures as needed.
- Works with GSA Communications to promote conference professional development events.
- Provides transcription files for seminars and virtual workshops.
- Updates ECLP web pages as needed.

Skills and Qualifications:

- Master’s Degree with scientific background, PhD preferred
- Two years’ experience working in a teaching or program coordinator role in a non-profit, research institution, or university setting
- Digital communications experience preferred
- Scientific communications experience preferred
- Requirements
- General understanding of genetics research, including emerging areas and trends
- Understanding of the scientific training and career experience and the current landscape
- Excellent written and verbal communication skills
- Exceptional time-management skills with proven ability to manage multiple, simultaneous projects
- Ability to work collaboratively with a diverse group of internal and external stakeholders
- Experience coordinating events or courses
- Familiarity with non-profit organizations preferred
- Experience engaging in outreach activities preferred
- Ability to travel as needed
• Proficiency with Microsoft Office Suite
• Proficiency with Google applications, ability to learn and work with new software programs
• Proficiency with project management software, Smartsheets preferred
• Working Conditions
• Required to sit for long periods of time
• Extensive use of office computer equipment
• Occasional light physical effort required
• Travel required

Benefits:

This is a full-time, exempt position. GSA offers exceptional benefits including professional development opportunities, 403-B retirement, medical, dental and vision insurance, life insurance, short- and long-term disability.

Location:

Pittsburgh, Pennsylvania, Rockville, Maryland, or Knoxville, Tennessee (Preferred) or Remote

To Apply:

For more information and to apply, visit http://www.faseb.org/employment. Please send a cover letter and salary requirements with your resume.

For information on the Genetics Society of America (GSA), please visit this site: https://genetics-gsa.org/about-gsa/

GSA 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.