



Position Title: Administrative Coordinator
Department: Public Policy
Reports to: Executive Director
Status: Full-time (37.5 hours/week), exempt
Date: March 5, 2023

GSA serves an international community of scientists who use genetics to make new discoveries and improve lives. Our mission is to cultivate an inclusive, diverse research community that communicates the excitement and implications of discovery and serves as an authoritative source of information. We advance biological research by supporting professional development of scientists, communicate advances and foster collaboration through scholarly publishing and conferences, and advocate for science and for scientists.

GSA is seeking a highly organized, experienced, and agile **Administrative Coordinator** who is comfortable leading a variety of tasks in a highly collaborative environment. Reporting to the Executive Director.

Major Duties and Responsibilities:

- Maintain Executive Director’s calendar, schedule monthly Executive Committee and other meetings, prepare agendas and materials, record meeting minutes
- Schedule and organize Board of Director Meetings, including locating site, managing logistics, and travel, developing agenda, distributing materials, on-site set-up, and meals, recording and transcribing minutes
- Assist Executive Director and GSA past president in coordinating annual Board election: prepare election schedule, schedule Nominating Committee calls, build and test election site, prepare and send materials to nominees, compile rankings, prepare electronic ballots, work with Communications department to announce election results via GSA communication channels
- Maintain and/or provide updates for Society website, documents, and permanent files, including Board and Committee listings, GSA Handbook, Society Codes of Conduct, contract repository, donor lists, and governance documents

- Provide administrative support for other GSA departments in scheduling meetings, corresponding with constituents and stakeholders, proofreading and editing, software testing and debugging, scheduling registration, travel, and hotel for journal-related activities
- Update and maintain Salesforce database information on committees, Board of Directors, awardees, conference speakers and chairs, board candidates, journal editors, and other relevant GSA membership information on an on-going basis; provide reports as needed
- Respond to general society emails and all inquiries from members; triage emails and either answer or route to appropriate staff member for response; solve problems with membership or conference registration, provide receipts or invoices for membership and conferences when requested
- Provide project management for GSA membership renewal process during annual membership cycle, including notification of membership notice for renewals, setting membership renewal schedule, coordinating membership renewal process among all team members, responding to membership renewal inquiries, providing backup for primary membership renewal point of contact
- Maintain procedural documentation and create relevant documentation when necessary for administrative support projects; provide new staff orientation
- Manage internal aspects of federal grant administration: maintain passwords, create PDFs from documents, submit forms, troubleshoot problems, update information within the federal system.
- Work with external contractor to ensure compliance with state registration requirements for fundraising and development activities: provide forms to internal staff for signatures, send signed documents to coordinator, manage all correspondence related to charitable registration
- Assist Director of Finance with administrative tasks related to accounting and the annual financial audit.
- Other duties, as assigned

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Skills and Qualifications:

- Organization, attention to detail, and the ability to manage multiple projects simultaneously, are requirements. In addition, the candidate will need to be flexible, proactive, and exercise sound judgment

- Ability to manage multiple projects and deadlines simultaneously
- Excellent verbal and written communication skills; ability to adapt communication styles to audience
- Ability to work independently and proactively in an environment with shifting priorities
- Ability to quickly learn and apply new skills and information
- Excellent attention to detail and accuracy; highly organized
- High level of productivity; deadline-oriented
- Excellent team player and willing to assist all staff members as assigned
- Excellent interpersonal skills
- High level of dependability, adherence to work schedule, and appropriate use of leave
- Able to maintain confidentiality
- Strong skills in MS Office (Word, Excel, Outlook, PowerPoint), Adobe, scheduling and virtual meetings software and applications
- Overnight travel required at one or two Board of Directors Meetings each year

Education and Experience:

- Bachelor's Degree required; master's preferred
- Minimum of 5 years of administrative experience required
- Experience working remotely required
- Experience working with scientific or scholarly societies, non-profits, or academics a plus
- Salesforce experience preferred

Benefits:

This is a full-time, exempt position. GSA offers excellent benefits including, annual and sick leave, nine paid holidays, plus two additional paid floating holidays, employer-sponsored 403-B retirement plan with 10% contribution, medical, dental, and vision insurance, life, and AD&D insurance, short- and long-term disability, flexible work environment (hybrid in-person/remote); and reimbursement for ongoing professional development.

Location:

Remote or Pittsburgh, Pennsylvania; or Rockville, Maryland

To Apply

At GSA, we believe a diversity of ideas fosters innovation and engagement and allows us to attract the best people for our team. All qualified individuals are encouraged 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.***

If you need assistance or a reasonable accommodation during the application process, please contact FASEB/GSA's Human Resources at resumes@faseb.org

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.