Position Title: Project Manager, Clinical and Scientific Affairs  
Reports to: Director, Clinical and Scientific Affairs  
Status: Full-time (37.5 hours/week), exempt  
Date: August 18, 2022

The Association for Molecular Pathology (AMP) was founded in 1995 to provide structure and leadership to the emerging field of molecular diagnostics. AMP’s 2,500+ members include individuals from academic and community medical centers, government, and industry; including pathologist and doctoral scientist laboratory directors; basic and translational scientists; technologists; and trainees.

AMP is seeking a Project Manager, Clinical and Scientific Affairs to manage and implement multiple and diverse programs in its Scientific and Clinical Affairs department. This is an ideal opportunity for someone with science program experience to join a very collegial team environment. Reports to the Director, Clinical and Scientific Affairs.

RESPONSIBILITIES:

• Manages projects, from design to completion, for assigned volunteer groups within the AMP Clinical and Scientific Affairs department, e.g., committees, scientific subdivisions, and/or working groups
• Manages meetings for assigned volunteer groups
• Manages scientific collaborations with entities outside of AMP (e.g., other professional associations)
• Provides project management and administrative support for the development of manuscripts, often with collaborating organizations
• Generates program design and assessment plans, including program budget, timelines, and metrics
• Creates program and project-specific reports
• Writes content for the AMP member newsletter and the website

SKILLS REQUIRED, in addition to those necessary to accomplish Responsibilities:

• Excellent conceptual, analytical, decision making, and project management skills
• Ability to independently manage multiple complex to simple projects (both large scale and small scale) and meet multiple deadlines in a fast-paced environment
• Ability to identify issues and potential impacts of circumstances on a project; recommend and implement solutions
• Highly organized, including excellent time management and attention to detail
• Ability to work cooperatively and effectively across departments to set goals, resolve problems, and make decisions that enhance organizational effectiveness
• Flexible and highly adaptable to take on new or change priorities
• Excellent English communication skills, both written and oral
• Strong interpersonal skills: demonstrated ability to establish and maintain positive working relationships with others both internally and externally and maintain a professional demeanor when under pressure
• Strong proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint); Adobe PDF products (PDF); virtual meeting (e.g., Zoom) required
• Skills/experience with project management (e.g., Asana) and bibliography software a plus

EDUCATION AND EXPERIENCE, in addition to those that demonstrate the Skills Required:
• Degree in Life or Health Sciences, either at the undergraduate or graduate level, required, graduate degree a plus
• 3+ years coordinating and implementing multiple projects simultaneously, preferably in medical or scientific associations, graduate programs may suffice
• Experience in a clinical diagnostics or research laboratory using molecular technologies preferred

ESSENTIAL FUNCTIONS:
• Extensive use of a computer
• Move throughout and between various offices and meeting locations
• Routinely lift objects less than 10 pounds; occasionally lift objects up to 25 pounds
• Telecommuting up to three days a week may be granted after an onboarding / transition period, but is not guaranteed
• Onsite work is primarily performed in the AMP office but may be in a meeting venue
• Overnight travel to the annual meeting (up to 7 consecutive days) required; possible overnight travel to 1-3 other meetings (up to 3 consecutive days each); occasional local or travel work could include weekends

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.

BENEFITS:
This is a full-time, exempt position. AMP offers competitive salary and excellent benefits, including 403(b) retirement with employer contributions, insurance (medical, dental, vision, life, short- and long-term disability), free parking, and professional development opportunities.

LOCATION:
The AMP office is conveniently located in Rockville, Maryland and is walking distance to major bus/shuttle lines.

TO APPLY:
For more information and to apply, visit http://www.faseb.org/careers. Please upload a cover letter with salary requirements and CV/resume.
INDIVIDUALS WITH DISABILITIES:
If you need an accommodation to complete the application process, please contact FASEB’s Human Resources Department at resumes@faseb.org

For information on the Association for Molecular Pathology (AMP), please visit: https://www.amp.org/

AMP 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.