



The American Society for Pharmacology and Experimental Therapeutics

Position Title: Governance and Office Coordinator
Status: Full-time (37.5 hours/week), Non-Exempt
Date: June 2022
Reports to: Executive Officer

The American Society for Pharmacology and Experimental Therapeutics (ASPET) seeks an enthusiastic Governance and Officer Coordinator to oversee volunteer activities and assist with administrative duties in line with ASPET's mission of supporting the pharmacology profession.

ASPET is a 4,000-member scientific society whose members conduct basic and clinical pharmacological research and work in academia, government, industry, and non-profit organizations. ASPET members conduct research leading to the development of new medicines and therapeutic agents to fight existing and emerging diseases.

ASPET's mission is to be the professional home for educators, students, researchers, healthcare practitioners, and others working to advance pharmacological sciences and increase the impact and influence of this scientific discipline.

Primary Function: The Governance and Office Coordinator oversees and coordinates the governance activities of the society, including those of the Council, committees, task forces and other volunteer groups. Ensures alignment of the Society's governance activities with its mission, vision, bylaws, and policies, while applying a particular emphasis on diversity, equity, inclusion, and accessibility. Performs administrative and office support duties for executive team, Council, committees, and other volunteer groups, as well as other projects and tasks necessary for the operation of ASPET and its staff.

Major Duties and Responsibilities:

Governance Support

- Provides Committee support to include scheduling, correspondence, yearly thank you letters, ASPETConnect (online community) update reminders, updating CV (association management system), finalizing rosters and roles, and posting updates to website.
- Drafts agenda and minutes for Committees and Task Forces.
- Provides Council support to include polling availability, scheduling, agenda item management, finalizing minutes/posting to website, collection, and compilation of council book and/or other support materials.
- Manages bound Minutes book, Council resolutions document, and other important documents, as necessary.
- Oversees Council orientation to include scheduling, agenda management, and compilation of support materials for orientation book.
- Responsible for continuous improvement of volunteer program, i.e., find ways to better organize and support committees, create and update policy manuals, institute call for volunteers, etc.
- Assists marketing department on Council Elections management.

Office Administration

- Responsible for physical and virtual office support and upkeep to include front desk support, oversee mailing and shipping, Stamps.com account, front door operations and keycards, oversee Ring doorbell

(and monitor app), manage office supplies, support IT software updates and equipment purchasing as needed, etc.

- Assists with coverage of customer phone line.
- Coordinates all ASPET office conference room scheduling, meeting setup and support, including staff meetings and celebrations; Provides support for Meetings department initiatives, Council meetings, Annual Meeting, etc.
- Updates and maintains ASPET documents including org charts, phone extensions lists, birthdays, etc.
- Coordinates new employee onboarding.
- Provides administrative support for Executive Officer and other VIPs, to include booking travel, preparing, and scheduling itineraries, and scheduling meetings (in-person and Zoom).
- Assists with all Annual Meeting preparations to include proofing of conference materials, assist with shipping process, housing/registration reports, visa letters, customer questions, organize all meeting collateral, and field telephone FAQ calls.
- Other duties as assigned.

Skills and Experience:

- Bachelor's degree preferred. College courses with relevant work experience required.
- 2+ year of experience supporting executive staff, Boards of Directors, Committees, or other volunteer groups, preferably in an association or nonprofit organization
- Strong interpersonal skills, written and verbal communication skills, organization skills, attention to detail, and proof-reading skills
- Able to problem-solve, meet deadlines, and prioritize multiple tasks and projects
- Interacts professionally and collaboratively on a team
- Flexible and highly adaptable to take on new or changing priorities
- Adept at working with volunteers, especially volunteer committees
- Proficient with MS Office suite, and other computer skills
- Travel to Annual Meeting and other meetings required, typically less than 5%

Benefits

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision insurance plans; flexible spending account; life and short- and long-term disability insurance.

Location

This position is located in Rockville, Maryland and in walking distance to the Metro and on major bus lines. ASPET currently operates on a flexible work schedule with options for telework; some in-office time is required.

Physical Requirements

This position is located in an office setting. It requires prolonged periods of remaining stationary. Candidates need to occasionally move about inside the office to access file cabinets, office machinery, etc., and need to be able to move boxes weighing up to 30 lbs. This position will be required to move computer equipment and set up workstations for new employees on occasion. They will constantly operate a computer and other office productivity equipment such as a copy machine and computer printer.

To Apply:

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

Individuals with Disabilities:

If you need an accommodation to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org.

To learn more about ASPET, please visit www.aspet.org

ASPET is an equal opportunity employer. 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.