Position Title: Workforce and Career Development Assistant  
Location: Rockville, MD  
Status: Non-Exempt, 37.5 hours/week  
Reports to: Senior Manager, Education and Career Development Programs  
Department: Education and Membership  
Date: June 2019

Primary Function:  
The American Society of Human Genetics (ASHG), a non-profit professional society dedicated to advancing human genetics through research, education, and advocacy, seeks an individual to provide administrative and logistical support for a new scientific workforce diversity and inclusion program as well as a wide array of career development programming and activities.

Major Duties & Responsibilities:
- Provides administrative and logistical support for the Human Genetics Scholars Initiative (HGSI) program, a major initiative to increase diversity in the genetics and genomics research workforce.
- Helps organize and manage content for a growing array of year-round career development programming needs for a variety of member segments, including trainees, early career scientists, and genetic counselors.
- Coordinates marketing, recruitment, applications, selection, and evaluation related to HGSI and all career development activity.
- Assists with staffing of monthly committee calls, biannual committee meetings, and other committee activities.
- Supports the organization and execution of all career development and diversity and inclusion events/activities at the ASHG annual meeting, including career panels, and other programming as identified.
- Assists with compiling and writing reports associated with the career development and workforce diversity outcomes of program.
- Helps staff relevant governance bodies to gather input on initiatives and report achievements.
- Other duties as assigned.

Positions may be reassigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.

Skills and Qualifications:
The ideal candidate will be creative, resourceful, proactive, and enjoy working in a team-based environment. Judgment, flexibility, resourcefulness, and diligence are expected in all aspects of administrative support functions.

- Ability to follow through on assignments/duties in a timely and complete manner.
- Self-motivated, proactive, flexible, and able to prioritize/handle multiple projects simultaneously.
- Attention to detail and accuracy in all assignments.
- Professional behavior and judgment within and outside the organization.
- Proficiency in MS Office including but not limited to Outlook, Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.
- An understanding of issues facing scientific workforce diversity is helpful but not required.
Education and Experience:
• Bachelor’s degree preferred, or equivalent combination of education and experience.
• Experience in membership societies/non-profit scientific associations and/or academic scholarship programs a plus.
• One year of program management experience, including professional development programs, prioritizing, writing, meeting planning, etc.

Working Requirements:
• Sitting for a full work day, extensive use of computer keyboard, mouse and monitor.
• Regular local travel to attend meetings and conferences. Long-distance multi-day travel to attend ASHG’s Annual Meeting.
• Occasionally requires lifting materials of approximately 20 lbs.

ASHG has excellent benefits, including medical, dental, 403b, flexible spending accounts, onsite fitness facility, and free parking. ASHG is located near White Flint Metro in new office space near public transportation and dining options.

To see a detailed job description and to apply, please go to this site:

http://www.faseb.org/employment

Please send a cover letter with your salary requirements and a resume.

For more information, please visit: www.ashg.org

ASHG is an Equal Opportunity Employer.