The Genetics Society of America (http://www.genetics-gsa.org), founded in 1931 and located in Pittsburgh, PA, is the professional membership organization for scientific researchers and educators in the field of genetics worldwide. The organization seeks a Program Assistant to join our dynamic Engagement and Development department.

The ideal candidate will be highly organized and able to assist with existing initiatives as well as the development and implementation of new programs. The applicant must be detail-oriented and have the ability to balance multiple priorities effectively. For detailed information about the position, please see below.

**Position:** Program Assistant  
**Reports to:** Director, Engagement & Development  
**Location:** Pittsburgh, PA  
**Status:** Non-exempt, part time, 30 hours per week  
**Date:** July 9th, 2019

**Position Overview**  
The Program Assistant provides support for GSA’s Engagement Department. These efforts include virtual and in-person administrative and logistical support for workshops and programs, assistance with departmental communications, program and member tracking, and data analysis. The Program Assistant reports to the Director of Engagement and Development and also works frequently with the Meetings and Communications Departments to coordinate program deliverables. This position is funded by a grant and continuing employment is subject to funding availability.

**Key Responsibilities**
- Assist with program related record keeping, planning, and activities.
- Provide training support to program participants in partnership with Director of Engagement.
- Maintain records from department activities, including tracking deliverables.
- Assist with implementation and delivery of conference programming.
- Disseminate program evaluations, collect data, and assist with data analysis.
- Monitor virtual communities and seed conversations to increase engagement.
• Provide administrative support to Director of Engagement including but not limited to: scheduling and facilitating training sessions, communicating with participants, tracking program progress.

**Required Qualifications**

• Understanding of the scientific training and career experience
• Proficiency with Microsoft Office Suite
• Proficiency with Google applications, ability to learn and work with new software programs
• Excellent written and verbal communication skills required
• Strong time-management skills with proven ability to manage projects is required
• Ability to work collaboratively with a diverse group of stakeholders is required
• Bachelor degree with scientific background, 2 years of post-baccalaureate research experience preferred
• General understanding of areas of genetic or biological research, preferred

**Working Conditions**

• Required to sit for long periods of time
• Extensive use of office computer equipment
• Occasional light physical effort required
• Travel required

Applications will require a cover letter, resume, and salary requirements.

We offer a competitive salary and excellent benefits including a 403(b) pension plan.

For more information on GSA, please visit: [http://www.genetics-gsa.org](http://www.genetics-gsa.org)

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