



American Society of Human Genetics

discover. educate. advocate.

<b>Job title</b>	<i>Coordinator, Executive Office</i>
<b>Reports to</b>	<i>Associate Director, Governance &amp; Special Projects</i>
<b>Location</b>	<i>Rockville, MD</i>
<b>Status</b>	<i>Non-Exempt, 37.5 hours/week</i>
<b>Supervisory Responsibilities</b>	<i>None</i>
<b>Approved by</b>	<i>Marie Ternieden</i>
<b>Date</b>	<i>January 27, 2025</i>

The **Coordinator, Executive Office** works in a key unit that serves as a hub of many organizational functions and has direct interaction with senior staff and volunteers. The Coordinator, Executive Office will provide administrative, scheduling, and logistical support for executive office functions and support and coordination for a wide range of office management activities, including governance responsibilities and special projects. The position will report to Associate Director, Governance & Special Projects.

### **Duties & Responsibilities**

#### **Administrative and governance support of Executive Office (85%)**

- Assist in administration of Society governance and volunteer management activities including, but not limited to Board of Directors, committees, and award nominations
- Schedules events and appointments and maintains calendar for CEO.
- Provide oversight of timelines for the Chief Executive Officer, Chief Operating Officer, and Board,
- Support Board members, committee members, and the Chief Executive Officer for travel and participation in Society activities, including governance events, development, and fundraising efforts.
- Organizes and maintains files associated with the executive office, enters and secures data in appropriate organizational data management systems.
- Provides administrative support to special projects (for example: strategic planning project; request for proposal processes; new initiatives)
- Administrative support to staff: sorting mail; processing invoices, submitting expense reports, collecting and filing forms.
- Formats reports and collates information with guidance from supervisor
- Formats and assembles, board, executive and meeting materials (e.g., binders, name badges, etc.).

#### **Office Management (15%)**

- Collate and distribute mail
- Create and maintain filing systems, both electronic and physical
- Answer phones and greet visitors
- Ordering and taking stock of office supplies
- Provides logistical and operational meeting support pertaining to booking conference space, ordering and receiving catering, supplies, and room sets for meetings that occur at the Rockville, MD office.
- Maintains organizational policies and SOPs.; Works with Associate Director, Governance & Special Projects to identify and create new policies and SOPs as needed; Collaborates with staff to maintain up to date “folder” for all contracts for the organization.
- Other duties as assigned

## Qualifications

- Bachelor's degree. Equivalent work experience will be considered.
- 1-3 years of administrative experience.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Experience in membership societies/non-profit environments a strong plus.
- Ability to follow through on assignments/duties in a timely and complete manner. Attention to detail and accuracy in all assignments.
- Proactive, positive attitude, teamwork and service orientation, with judgment to secure supervisor input as needed.
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.
- Strong analytical, communication and coordination skills.
- Positive attitude with a willingness to accept varied assignments.
- Experience with association management systems, especially Salesforce, a plus.

## Working conditions

- ASHG offices are located in Rockville, MD near the North Bethesda Metro in office space with free parking, onsite fitness facility, shuttle to metro, and dining options. We offer a work environment with a great mission, collegial team, and professional trust and respect.
- ASHG has adopted a flexible work environment that enables the employee to work with their supervisor regarding remote work and in-person activity. To achieve the needed functions of some positions, ASHG reserves the right to require in-person weekly office hours in ASHG's Rockville office. **This position requires in-person office availability (1-2 times a week) and willingness during key time periods or at the supervisor's request.**
- Occasional evening or weekend meetings or events, and possible travel 1x/year.

## Physical requirements

- This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of ~20 lbs.

### **About ASHG**

ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has nearly 8,000 members worldwide; hosts as many as 9,000 attendees annually at the world's largest genetics and genomics meeting; publishes one of the field's most respected journals; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 31 staff, an annual budget of nearly \$8 million, and prudent reserves.

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