

American Society of Human Genetics

Position Title: Meetings Assistant	Reports to (Position): Director of Meetings	Classification: Non-Exempt	Date: April 3 rd , 2017
PRIMARY FUNCTION			
Provides administrative and logistical support for the ASHG Annual Meeting			
MAJOR DUTIES AND RESPONSIBILITIES			
Annual Meeting Support		Rank	% Time
<ul style="list-style-type: none"> • Provides general administrative assistance and logistical support for all Annual Meeting related activities including, but not limited to, filing, scanning and copying, assembling FAQs, assisting with the development of the emergency plan, gathering ADA needs from registrants, etc. • Updates documents, task lists and timelines. • Prepares RFP letters to vendors/service providers (e.g., photographer, florist, first aid, personnel, etc.). • Assists with the data input for various meeting-related orders and updates vendor orders using Access databases and/or Word documents/Excel spreadsheets. • Works with meeting staff to proof meeting materials such as meeting-related work orders, meeting specifications, signage, BEOs, etc. • Assists with gathering and copying agenda packages for committees and staff meetings as directed. • Coordinates packing and shipping of Annual Meeting materials to/from the meeting site, prepares and copies all meetings department forms and paperwork. • Orders giveaways, goodbye gifts, and other meeting-related supplies. • Reviews invoices for accuracy and codes to appropriate department. • Works with meetings staff to update meeting surveys using Survey Monkey and other programs. • Assists in handling inquiries for general meetings email account. • Assists with CME/CEU related activity including preparing final reports and onsite PACE packages. • Schedules meetings/conference calls and prepares agendas as directed. • Attends the Annual Meeting and provides logistical support in the ASHG meeting office and elsewhere as required. 		1	80%
Other		Rank	% Time
<ul style="list-style-type: none"> • Provides administrative support for other activities when necessary (e.g., virtual meetings, webinars). • Performs other duties as assigned and may be required to assist with general administrative tasks for other departments from time to time. • Occasional travel is required. • Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements. 		2	20%

WORKING RELATIONSHIPS

Internal: Director of Meetings, Meetings Staff, IT/Communications

External: Annual Meeting attendees and members

MINIMUM QUALIFICATIONS**Education & Experience**

Bachelor's degree preferred, or equivalent combination of education and experience.

At least two years of administrative assistance experience and/or experience handling multiple deadlines and tasks. Prior non-profit scientific association preferred.

Must have the ability to work on diverse tasks with multiple staff, be creative and efficient, and act with unassailable professionalism.

Experience working with multiple stakeholders and a variety of different personalities is a plus.

Skills/Level

MS Office Suite	Proficient
Ability to Meet Deadlines	Proficient
Customer Service Skills	Proficient
Attention to Detail	Proficient
Organizational Skills	Proficient
Ability to Learn New Database &Software Systems	Proficient
Verbal &Written Communication	Proficient
Grammar	Proficient
Professionalism	Proficient