



11200 Rockville Pike, Suite 302
Rockville, Maryland
20852-3110
US

American Society for Biochemistry and Molecular Biology

Position Title: Meetings Assistant

Department: ASBMB Meetings

Reports to: Meetings Manager

Status: Full-time, Non-Exempt

Date: March 13th, 2018

Primary Function:

The American Society for Biochemistry and Molecular Biology is seeking a Meetings Assistant to execute the assigned responsibilities, activities and functions related to ASBMB's annual meeting and special symposia program. This individual will work collaboratively with the ASBMB Meetings Manager and other society departments.

Major Duties and Responsibilities:

Logistics/Operations

- Provides logistical and operations support for the execution of ASBMB's annual meeting and special symposia (approx. 5-7 meetings annually).
- Oversees abstract submission system set-up, abstract processing and programming for program development.
- Coordinates meeting event order details including, but not limited, to room set-up, housing lists, audio-visual, food and beverage orders, signage orders, special requirements/requests, etc.
- Assists with RFP solicitation, review and contract negotiation for special symposia meeting facilities and other vendors as needed.
- Serves as onsite staffing, as needed, for meeting registration and point of contact for facilities team.

Communications

- Employs clear, effective, member service-oriented verbal and written, electronic, telephone and in-person communication to engage the following: Meetings Committee, Executive Director, Meetings Manager, Program Organizers, invited speakers, attendees, members, vendors and fellow ASBMB staff.
- Prepares meeting related web content, including registration and abstract system set up, as well as maintains current, accurate program information.
- Oversees special symposia proposal process, including collection, distribution evaluation and reporting between Meetings Committee and program organizers.
- Maintains regular contact with special symposia program organizers to insure benchmarks are being met, per the established organizing timeline.
- Responds in a timely, professional manner to participant, organizer, sponsor and vendor inquiries.
- Assists with the organization and processing of the Annual Meeting Travel Award program, including online submission system, webpage updates, applicant inquiries, auditing and decision notifications and review committee interactions.

- Collaborates with marketing team to assist with development of marketing information to promote all meetings organized through the ASBMB Meetings Department, includes social media and non-traditional marketing efforts (creative contributions).
- Collaborates with other ASBMB team members and other FASEB Society representatives to build and maintain effective working relationships between all and build awareness of ASBMB Meetings Dept. activities amongst ASBMB staff, Meetings Committee members and beyond.

Analysis/Reporting

- Assists with development of post-meeting attendee surveys and results reporting
- Maintains historical data related to each meeting, including registration, abstract submission, session attendance and revenue statistics.
- Contributes recommendations for improved efficiencies to department processes.

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

Skills and Qualifications

- Bachelor's Degree or equivalent combination of education and experience
- Two to four years professional experience, previous meeting or event experience preferred
- Proficient in MS Office Suite
- Experience with Adobe Suite (including InDesign), Social Media and Technology
- Proficient in internet and web maintenance
- Strong oral and written communication skills
- Strong interpersonal skills
- Organizational skills and strong attention to detail
- Ability to meet deadlines
- Self-motivated and takes initiative
- Ability to resolve problems

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

EOE