



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

American Society for Biochemistry and Molecular Biology

Position Title: Diversity and Undergraduate Education Coordinator

Reports to: Director of Education, Professional Development, and Outreach

Status: Full-time, Non-Exempt

Date: May 17th, 2018

Primary Function:

The American Society for Biochemistry and Molecular Biology is seeking a Diversity and Undergraduate Education Coordinator to support our efforts in promoting and improving biochemistry and molecular biology (BMB) education at the undergraduate level through the Student Chapters program and managing activities to promote and improve the diversity of the BMB community.

Primary Duties:

- Serves as staff liaison to Minority Affairs Committee (MAC) and the Student Chapters Steering Committee (SCSC)
- Provides regular administrative support to the Student Chapters program, including but not limited to preparing regular communication to chapter members, coordinating undergraduate awards and grants, and recruiting new chapters
- Coordinates MAC initiatives, including but not limited to the Partnership for Diversity, Marion Sewer Undergraduate Scholarship, and the IMAGE grant-writing workshop and its' associated NSF grant
- Collaborates with the department director and ASBMB staff to develop new initiatives in the above areas
- Develops content related to the department's programs for the Society's website, member magazine, and marketing efforts
- Maintains diversity and student chapter program resources on the Society's website in collaboration with the ASBMB Marketing Team
- Assists with the management of MAC and SCSC events at the Society's Annual Meeting, including the Undergraduate Poster Session and Exploring Careers event
- Coordinates the event planning for committee retreats and other committee related events
- May assist with Society's online communication training program, "The Art of Science Communication" as needed
- Provides support to the department director as needed
- Attends events as assigned by the department director (minimal travel)

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

Skills and Qualifications

- Bachelor' or advanced degree in life sciences
- Proficiency with MS Office Suite, social media platforms
- Excellent oral and written communication skills
- Prior experience at a non-profit scientific organization and/or working with volunteers is preferred
- Prior experience working with diversity initiatives

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

EOE