

**Position Title:** Executive Assistant

**Location:** Rockville, MD

**Status:** Non-Exempt, 37.5 hours/week

**Reports to:** Executive Director

**Department:** Executive

**Date:** November 2018

**Primary Function:**

The American Society of Human Genetics, a non-profit scientific society that advances human genetics through research, education, and advocacy, seeks an individual to provide administrative, scheduling and logistical support for executive office functions and the Board of Directors. This includes coordinating executive director calendars and correspondence; drafting and coordinating executive office communications to stakeholders, including to Board members and funders/partners; organizing and executing logistics, communication and travel for ASHG Board meetings (including Board member correspondence and travel); supporting additional governance and development activity; preparing for other executive office meetings and events; and other duties as assigned.

**Major Duties & Responsibilities:**

- Schedules events and appointments and maintains calendar for Executive Director, including securing and providing material from/to participants in advance of meeting.
- Provides logistical support for development of Board meetings, agendas, minutes, and other governance activities, as well as logistical and staffing assistance to Board members for their travel needs.
- Provides logistical support for other meetings: scheduling, catering, compiling and distributing meeting materials, agendas, communication, etc.
- Coordinates travel arrangements, professional development events, and time and expense reimbursements for executive director.
- Drafts executive director communications as requested; proofs and finalizes material.
- Coordinates senior staff reporting to executive director on departmental activities and results, and compiles draft executive director reports to the Board.
- Formats and assembles executive and meeting materials (e.g., binders, name badges, etc.).
- Organizes and maintains files associated with the executive office, enters and secures data in appropriate organizational data management systems.
- Some travel required.

**Skills and Qualifications:**

The ideal candidate will be detail-oriented, resourceful, proactive, and enjoy working in a team-based environment. Judgment, flexibility, resourcefulness, and diligence are expected in all aspects of administrative support functions.

- Bachelor's degree preferred. Associate's degree with relevant work experience will be considered.
- 1-2 years of administrative experience, including scheduling, meeting planning, drafting correspondence, project management, etc. 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.
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.
- Self-motivated and flexible, able to handle multiple projects simultaneously, with judgment and confidence to seek input or clarification when needed.
- Positive attitude with a willingness to accept varied assignments.
- Discretion and professionalism in assisting executive director and Board members with ASHG interactions.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

To see a detailed job description and to apply, please go to this site:

<http://www.faseb.org/employment>

Please send a cover letter with your salary requirements and a resume.

ASHG has excellent benefits, including medical, dental, 403b, flexible spending accounts, onsite fitness facility, and free parking. ASHG is located near White Flint Metro in new office space near public transportation and dining options.

For more information, please visit: [www.ashg.org](http://www.ashg.org)

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