

Position Title: Membership Assistant (Temporary: 6-8 weeks)

Department: ASBMB Membership Department

Reports to: Membership Coordinator

Status: Part-time (approximately 15 – 22.50 hours/week), Hourly, Non-exempt

Salary: \$16.70 per hour

Location: Rockville, Maryland, 3 days in the office

Primary Function: The American Society for Biochemistry and Molecular Biology (ASBMB) seeks a Temporary Part-time Membership Assistant. The successful candidate will play a crucial role in supporting our Membership Department, which serves nearly 11,000 researchers and educators in the molecular life sciences.

Responsibilities and Duties:

Under the guidance of the Membership Coordinator, the Membership Assistant will be responsible for the following:

- New Member Mailings:
 - Prepare and mail welcome packets to new members in a timely and accurate manner.
 - Assist in coordinating follow-up communications to new members as needed.
- Member Records Review:
 - Identify and rectify any discrepancies or errors in member information (bad emails, missing information, outdated address information).
- Database Cleanup:
 - Identify and mark duplicate records and records of deceased members.
 - Perform data entry ensuring all relevant information is accurately recorded.
- Other duties as assigned.

Skills and Qualifications:

- Ability to follow through on assignments/duties in a timely and complete manner.
- Ability to work independently and collaboratively within a team environment.
- Strong attention to detail and accuracy.
- Proficiency in using basic office software (e.g., Microsoft Office Suite).
- Willingness to learn various technology systems.

Location

This position is located in Rockville, Maryland, and in walking distance to Metro and on major bus lines. Executive Plaza offers free shuttle to and from the nearest Metro - North Bethesda.

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Biochemistry and Molecular Biology
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To Apply

For more information and to apply, visit <http://www.faseb.org/employment>. **Please send a cover letter, including salary requirements, with your resume.**

If you need an accommodation to complete the application process, please contact FASEB/ASBMB's Human Resources Department at resumes@faseb.org

To learn more about ASBMB, please visit www.asbmb.org.

ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.