



**Position Title:** Education and Professional Development Programs Specialist  
**Department:** ASBMB Education, Professional Development & Outreach  
**Reports to:** Director of Education, Professional Development, & Outreach  
**Status:** Full-time (37.5 hours/week), Exempt status  
**Location:** Rockville, Maryland (3 days in Rockville, Maryland and 2 days remote)  
**Salary:** \$70,000 - \$75,000/year  
**Date:** September 9th, 2024

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 11,000 members, made up of researchers, educators, students, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

### Position Summary

The Education and Professional Development Programs Specialist organizes and executes programs to advance education and training of the molecular life science workforce. This administrative position collaborates cross-departmentally and with volunteer leadership to implement programs that promote and recognize excellence in biochemistry and molecular biology education and training. This is a program administration position, not a position requiring or leveraging pedagogical or other formal educational training. Candidates outside of the D.C., Maryland, and Virginia will not be considered. Note: this is not a laboratory or science research position.

### Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Implement the ASBMB accreditation program for bachelor's degrees in biochemistry and molecular biology and related disciplines;
- Implement the annual ASBMB proficiency exam in collaboration with its associated steering group;
- Coordinate logistics and implementation of the Undergraduate Poster Competition (UGPC) at the ASBMB annual meeting in conjunction with its steering group and Meetings Department;
- Support the implementation of the ASBMB MOSAIC program;
- Implement webinars related to departmental activities;
- Maintain education information on the Society's website;
- Provide general support to the department and support execution of events as directed.

### Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in a related STEM field; advanced degree a plus
- 3-5 years' experience in program execution at a non-profit scientific or higher education organization and/or working with volunteers preferred
- Preferred experience in full cycle program management
- Excellent organizational skills with the ability to manage multiple competing priorities
- Strong verbal and written communication skills
- Proficiency with MS Office, web development, and social media platforms
- Ability to be flexible and work creatively as part of a team or autonomously

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

### **Benefits:**

This is an entry level, full-time, exempt position. ASBMB offers exceptional benefits including professional development opportunities, 403(b) retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking.

### **Location:**

This position is located in Rockville, Maryland and in walking distance to Metro and on major bus lines.

**For more information and to apply, visit <https://www.faseb.org/employment>. A cover letter and resume are required to be considered for this position. Resumes without a cover letter will not be considered.**

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

To learn more about ASBMB, please visit [www.asbmb.org](http://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.