

Position Title: Public Affairs Associate
Department: ASBMB Public Affairs Department
Reports to: Director of Public Affairs
Status: Full-time (37.5 hours/week), Non-exempt status
Location: Rockville, Maryland (3 days in Rockville, Maryland and 2 days remote)
Salary: \$50,000 - \$55,000/year
Date: October 1st, 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 Public Affairs Associate assists in the development and execution of ASBMB public affairs programs with respect to legislative and outreach activities; helps manage Public Affairs Advisory Committee and Science Outreach and Communication Committee operations; and works closely with the ASBMB public affairs team to develop, communicate, and implement public policy positions and public outreach activity.

Candidates outside of the D.C., Maryland, and Virginia will not be considered.

Essential Duties and Responsibilities

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

Assists with advancing public affairs objectives:

- Tracks congressional/legislative issues as assigned
- Drafts correspondence, testimony, position statements, action alerts, talking points and press statements on assigned portfolio of issues
- Assists in formulating comment letters to federal agencies with policy recommendations to improve the research ecosystem
- Help execute public outreach programs and support evaluation of them
- Assists with the coordination of annual ASBMB Hill Day advocacy visits, including scheduling meetings with congressional offices and preparing background materials

Helps communicate ASBMB positions:

- Writes articles and other content for policy blog, member magazine, and website
- Arranges meetings for ASBMB leadership with members of Congress, congressional staff, and agency officials. Prepares all background materials for scheduled meetings
- Attends coalition meetings to inform public affairs activity

Supports Public Affairs Advisory Committee and Science Outreach and Communication Committee:

- Maintains a database of committee membership and provides project management oversight to ensure committee commitments are being met and tasks accomplished
- Builds electronic interactive forms for meetings, nominations, voting, administrative use, etc.
- Prepares materials for and helps staff committee meetings

Organizes ASBMB events and programs:

- Plan and execute webinars and the Art of Science Communication
- Assist in execution of ASBMB's Advocacy Training Program
- Support advocacy related events and sessions at ASBMB's annual meeting and ASBMB Community Day activities

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in social science, political science, biomedical sciences and/or related field
- 1-2 years of work experience including internship experience and/or graduate school
- Interest in and exposure to public engagement, policy and communication related to science
- Excellent oral and written communication skills
- Ability to consistently meet deadlines and stay organized
- Able to work independently and as part of a team
- Strong MS Office skills (Word, PowerPoint, Excel, etc.)

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 a full-time, non-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/careers>. 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

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.