

Position title: Director of Education, Professional Development and Outreach

Reports to: Executive Director

Status: Full-time, Exempt

Date: October 21st, 2019

Primary Functions:

The Director of Education, Professional Development and Outreach will lead ASBMB's efforts in:

- 1) Promote and improve biochemistry and molecular biology education;
- 2) Improve career development resources and opportunities for graduate student and postdoctoral researchers;
- 3) Promote and improve biochemistry and molecular biology (BMB) education at the undergraduate level;
- 4) Manage activities to promote and improve the diversity of the BMB community; and
- 5) Develop and program national science outreach and communication events.

Major Duties and Responsibilities:

- Supervise a staff of two that serve as staff liaison to the Minority Affairs and Science Outreach and Communication Committees. Their duties include serving as the point of contact, scheduling and staffing calls and meetings and providing administrative support.
- Review and implement projects recommended by the Education and Professional Development Committee and other EPD-related subcommittees., Coordinate event planning for committee retreats, workshops and other meetings, as needed.
- Plan and execute outreach and career development programming at the ASBMB Annual Meeting.
- Work with the ASBMB Marketing and Communications departments to promote the Society's education, outreach, and diversity programs, resources, and activities.
- Engage with other organizations to establish mutually beneficial partnerships on projects.
- Represent the Society at professional meetings.
- Manage the Society's online communication training program "The Art of Science Communication."
- Develop new training resources and materials to prepare ASBMB members to engage with the public.
- Supervise and assist staff with maintaining and creating content for education, outreach and career sections of the ASBMB homepage.
- Oversee several ASBMB Grant Programs, including the Student Chapters Outreach Grant, the Sewer Distinguished Undergraduate Award and the Science Fair award.
- Analyze data and prepare reports, articles, and grants.
- Additional duties as required.

Skills and Qualifications:

- Bachelor's degree in science or education required; master's degree or Ph.D. in a molecular life science field or in discipline-based science education research, preferred.
- Minimum of three years post-educational experience required. Prior non-profit experience preferred.
- Experience in developing science education programs and training, overseeing grant-funded programs, budgeting, grant writing and program evaluation desired.
- Management experience required.
- Must have excellent project management, verbal and written communication, and interpersonal skills.
- Must be proficient with Microsoft Office Suite, Adobe Suite, social media, and web development.