



**Position Title:** Online Programs Associate  
**Department:** Meetings and Online Programs  
**Reports to:** Director of Meetings and Online Programs  
**Status:** Full-time (37.5 hours/week), non-exempt status  
**Location:** Rockville, Maryland  
**Salary:** \$50,000-\$55,000  
**Date:** November 18, 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 students, researchers, educators, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

The Online Programs Associate plays an important role in the planning and execution of webinars, virtual conferences, and events. This position requires the ability to thrive in a fast-paced, dynamic environment while managing multiple priorities efficiently. The ideal candidate is an innovative and proactive self-starter with a positive attitude, demonstrating strong ownership and commitment to their responsibilities.

#### **Essential Functions and Responsibilities**

- Organize webinars, virtual conferences, and events, collaborating with internal teams and scientific organizers to ensure seamless execution.
- Manage virtual platform setup, registration, and presenter/moderator coordination.
- Provide training and technical support to stakeholders to facilitate successful event execution.
- Maintain and manage project schedules and event calendars to ensure accurate deliverables and adherence to deadlines.
- Draft professional correspondence and respond to inquiries promptly, ensuring exceptional customer service for all stakeholders.
- Collect and analyze data from various sources, preparing comprehensive reports to inform decision-making processes.
- Update and manage databases and websites to ensure accurate and up-to-date information.
- Stay abreast of industry standards and best practices, providing insights and recommendations for improvements.
- Other duties or projects as assigned, contributing to the overall success of the team and organization.

#### **Qualifications and Proficiencies:**

- Bachelor's degree from a 4-year college or university.
- Prior virtual events experience a plus.
- At ease with learning new technology quickly and independently.
- Excellent attention to details and proofing skills.
- Strong written and oral communication skills.
- Analytical mindset with the ability to derive insights from data.
- Adaptability and problem-solving skills.

- Proficient in Microsoft Office Suite.
- Able and willing to work flexible hours as needed.
- Some travel may be required to fulfill job responsibilities. Ability to perform occasional physical activities, such as lifting and carrying up to 40 pounds, as well as prolonged periods of standing or walking during events.

**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. Hybrid work schedule 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, visit <https://www.asbmb.org/about/careers>. To apply, please submit a resume and cover letter to [Careers@asbmb.org](mailto:Careers@asbmb.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.