



## Scientific Affairs Coordinator

The American Society of Hematology (ASH), a Washington, DC-based association of physicians and scientists committed to promoting blood disease research and education, seeks a dynamic, motivated, and detail-oriented **Scientific Affairs Coordinator**. This position is responsible for day-to-day tasks related to the Society's scientific affairs portfolio consisting of the ASH Annual Meeting, other small meetings, publications related to scientific/research policies, and committee support. The Scientific Affairs Coordinator works directly with member volunteers to develop, vet, manage, execute, and evaluate the scientific programs at the annual meeting and other small meetings. The Coordinator provides administrative support for ASH scientific committees and Committee on Scientific Affairs.

The ideal candidate must be a self-starter who thrives and is able to work independently in a fast-paced, creative environment. Minimum qualifications include a Bachelor's degree in molecular biology, biochemistry, genetics or other related fields, with a minimum of two years experience with programmatic administrative support and project management. The ideal candidate should have previous experience in speaker management, communications, customer service, and using databases including the use of a speaker management system. Prior experience in a non-for-profit environment is preferred. Qualified candidates must be detail-oriented with excellent oral and written communication skills, and must have exceptional organizational and customer service skills. Proficiency with Microsoft Office suite (Word, Excel, PowerPoint, etc.) is required. Familiarity in Personify and Confex is preferred.

ASH has a collegial, high-energy, and results-driven work environment. Society staff take pride in effective time and resource management. We highly value collaboration, education, innovation, and excellence. We are looking for candidates who have demonstrated these values in their day-to-day work experience.

The Society's headquarters is within walking distance of several Metro stations on the Blue/Orange and Red lines.

**To apply, send a resume, salary requirement, writing sample, and cover letter that speaks to how you have demonstrated alignment with our stated values to [jobs@hematology.org](mailto:jobs@hematology.org) with the subject line "ASH JOBS: Scientific Affairs Coordinator."**