



Position Announcement

Job Title: Executive Assistant

Department: Administration

Reports to: Director of Administration

FLSA Status: Exempt

Date: October 2019

ORGANIZATIONAL OVERVIEW:

The American College of Medical Genetics and Genomics (ACMG) is the only nationally recognized interdisciplinary professional membership organization that represents the interests of the entire medical genetics team including clinical geneticists, clinical laboratory geneticists, and genetic counselors. Together, the ACMG and its members engage in coordinated efforts to improve patient care, ensure optimal reimbursement for genetic service providers, establish standards of care and laboratory policy, and educate members about advances important to their practices.

ABOUT THE OPPORTUNITY:

This role will provide high-level administrative support to the ACMG Board of Directors, volunteer committee members, and our executive team. Daily tasks will include: scheduling meetings, arranging conference calls, preparing correspondence, coordinating travel and managing travel reimbursements and handling requests for information. The role will work closely with the Director of Administration and interface with executive leaders of ACMG and external stakeholders. In addition, this role will lead efforts to coordinate annual staff activities and events. The successful candidate must demonstrate the following key attributes: organization, attention to detail and accuracy, thoughtfulness, discretion, as well as an ability to manage multiple deadlines. This role will work in our headquarter office located in Bethesda, Maryland.

ESSENTIAL FUNCTIONS

- Manages Chief Executive Officer schedule and ensures appropriate materials are prepared for internal and external meetings.
- Manages meetings and conference calls of ACMG Board, committees, and workgroups.
- Arranges travel, accommodations, itineraries, all correspondence related to arrangements and reviews travel reimbursements for accuracy prior to submission to the Accounting Department.
- Prepares and distributes meeting materials, records and transcribes minutes.
- Prepares and edits correspondence, communications, presentations and other documents as requested.
- Answers phones, routes calls to the correct person or department.

- Maintains inventory and office supplies, anticipates office needs ordering supplies when necessary.
- Assists with planning company events, meetings, and employee team building activities or special projects.

COMPETENCIES

- Technical Capacity: advanced proficiency in Microsoft Word, Excel, Outlook, PowerPoint; working knowledge iMIS or association management software a plus
- A proactive approach to problem-solving with strong decision-making skills.
- Attention to detail
- Personal effectiveness/credibility
- Thoroughness
- Collaboration skills
- Exceptional communication (oral and written) proficiency
- Flexibility

MINIMUM QUALIFICATIONS:

- B.A. or B.S., required (or equivalent work experience)
- 5-7 years of relevant work experience required
- Experience managing requests of organization leaders and supporting nonprofit boards desired
- Ability to maintain productive and professional working relationships with team members, College leadership, planning committees, and members

BENEFITS AND SALARY

The base salary for this exempt, full-time position will be in the range of \$70,000 - \$80,000 per year commensurate with the candidate's skill and experience. ACMG offers an excellent benefits package.

HOW TO APPLY

Please send your resume and cover letter, with salary requirements and three professional references to hrcoopjobs@nonprofithr.com with the subject line, Executive Assistant. Only competitive candidates will be contacted and invited to participate in the selection process. **No phone calls please.** Applications are accepted until the position is filled.

PHYSICAL REQUIREMENTS

This is a largely sedentary position that requires the ability to speak, hear, see and lift small objects up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.