



Who are we?

The American Society of Tropical Medicine and Hygiene, founded in 1903, is the largest international scientific organization of experts dedicated to reducing the worldwide burden of tropical infectious diseases and improving global health. We accomplish this through generating and sharing scientific evidence, informing health policies and practices, fostering career development, recognizing excellence, and advocating for investment in tropical medicine/global health research.

Program Coordinator overall description:

We seek an enthusiastic professional with a commitment to excellence and a desire for an opportunity to be involved in a range of activities that support the fascinating science of tropical medicine/global health presented at the society's international Annual Meeting. This newly created position will primarily provide administrative support for the Administrative Manager, Scientific Program. This position will report to the VP, Meetings.

Duties:

The Program Coordinator will support the increasing size and complexity of the Scientific Program (speakers, abstracts, posters, symposia, etc) and the work of the Scientific Program Committee who are responsible for the scientific review of the research presented at the Annual Meeting. This position will play a key role in the data management of the abstract, symposia and poster database and provide support to the Administrative Manager, Scientific Program. This position will report to the VP, Meetings.

- Support the Administrative Manager, Scientific Program with speaker management and abstract management for plenary speakers and abstract presenters consisting of approximately 180 total sessions including 2500 abstract submissions,
- Uses web-based collection and database tools (OASIS) to assist in the management of content collection, scientific review and house all program data, as well as ensure data is properly formatted in database for publication in print and via web-based planner, Meeting App and e-poster database.
- Provide assistance in the preparation of various Annual Meeting digital publications: Call for Abstracts, Call for Symposia, Registration Brochure, Final Program, Abstract Book, Pocket Guide, Session Guides.
- Assist in the speaker and presentation logistics for plenary speakers, symposium speakers and abstract presenters, i.e. audio-visual instructions, session management instructions, poster presenter instructions.
- Annual travel for up to ten days (one week supporting the Annual Meeting).

- Other duties as assigned.

Requirements:

Minimum three years of database experience and project support/planning experience, preferably with membership or non-profit societies, institutions or organizations. Experience or familiarity with science-related societies, researchers or academic institutions with a focus on tropical medicine/global health and/or that serve members with these interests is not required, but is highly desirable.

- Familiarity with the following databases and web-based platforms:
 - Databases that house conference program data, OASIS preferred
 - Membership databases, iMIS preferred
 - Online survey platforms, Survey Monkey preferred
 - Online e-blast platforms, Informz preferred
- Ability to track and coordinate multiple projects and deadlines on an ongoing basis
- Experience and an interest in building, managing and sustaining professional relationships with ASTMH members many of whom are world experts in their fields
- High attention to detail
- Willingness to take on administrative tasks such as data entry
- Strong interpersonal skills and ability to work in a team
- Excellent project and time management skills
- Skilled at writing, proofreading and editing both large and small publications
- Proficient in Microsoft Word, Microsoft Excel, Adobe Acrobat, and experienced in manipulation of graphic design files such as .jpg and .gif
- Ability to travel for up to 10 days (one week supporting the Annual Meeting)

Please send cover letter and resume to HR@astmh.org. No phone calls please.

Equal Opportunity Employer

American Society of Tropical Medicine and Hygiene
241 18th Street South
Arlington, VA 22307
www.astmh.org
Twitter: @astmh @ajtmh