



Coordinator, Government & Public Affairs and The Hormone Foundation

The Endocrine Society seeks an experienced administrative professional to serve as a coordinator in the Government & Public Affairs Department and the Hormone Foundation. This position is responsible for assisting with committees and projects; managing databases; coordinating logistics and arranging travel.

Responsibilities:

- Provides comprehensive support, including but not limited to document and correspondence preparation, copying, mailing, faxing, tracking budgets, ordering supplies and filing correspondence, etc.
- Coordinates logistics for committee meetings, staff meetings other meetings involving members and/or guests and conference calls, including scheduling, uploading & pagination of agenda books, reserving conference rooms, ordering needed AV, etc.
- Provides support for all departmental committees and projects, including managing databases; coordinating logistical details and travel with Endocrine Society leadership, members and other guests; scheduling activities; and staffing department events.
- Tracks GPA budgets; generates monthly budget summaries; codes vendor invoices for payment; and processes member reimbursements.
- Assists in the generation and dissemination of press releases, news briefs, and updates relevant databases.
- Assists with technical support of both the GPA and Hormone Foundation areas of the Society website.
- Assist on site during ENDO with media relations as needed.

Requirements:

- BA/BS degree preferred.
- 2 – 4 years of related office experience required. Association experience strongly preferred.
- Excellent business and basic media relations writing, grammar and editing skills; detail oriented (writing summaries, brief articles and drafting simple press releases).

- Proficiency in Microsoft Office Products (Word, Excel, Outlook & Power Point).
- Database management experience preferred.
- Outstanding customer service, communication and organizational skills, articulate and professional presentation.
- Strong attention to detail and accuracy.
- Ability to prioritize multiple tasks and meet deadlines.
- Excellent math skills.
- Reliable self-starter with strong initiative and follow through on requests.
- Occasional travel required.

The Endocrine Society offers a convenient Chevy Chase location, congenial work environment, competitive salaries and excellent benefits including a generous TIAA-CREF retirement plan and free employee gym. Our location is also metro-accessible, with a free shuttle to and from the Bethesda Red Line. Qualified candidates should send resume, cover letter with salary requirements to hr@endo-society.org or mail to Human Resources, The Endocrine Society, and 8401 Connecticut Ave, Ste 900, Chevy Chase, MD 20815. EOE/AA/M/F/Vet/Disab.