Scientific Programming and Meetings Coordinator

Overview
The Scientific Programming and Meetings Coordinator is an organized, detail oriented, proactive individual with excellent communication skills. The role will assist with abstract and educational program management and logistics for our annual meeting, specialty conferences and webinars. This position is responsible for using time management, project planning and customer service skills to create successful events. The ideal candidate must demonstrate the ability to multitask and be responsive to customer needs. The coordinator serves as a point of contact for meeting speakers, key opinion leaders, and other esteemed scientists. The position assists with registration, mobile app development, engages with exhibitors, vendors and suppliers and the APS staff to ensure excellent execution of our meetings and events.

Reporting Structure
This position reports to the Director of Scientific Meetings and Programming and is in the division of Community and Learning along with teams from marketing, membership and engagement, business development and the Society’s Center for Physiology Education.

Key Accountabilities:
- Implements the online abstract submission system for APS annual events including all customer service assistance for abstract submitters.
- Serves as point of contact with abstract/speaker management vendor(s) to execute all deliverables for scientific program and speaker correspondences and statistical data.
- Communicate and develop relationships with society members, authors, program chairs, and vendors.
- Serves as point of contact for annual meeting pre-conference organizers and is liaison with them and vendor partners to ensure successful events.
- Organizes poster sessions for nearly 2,000 posters at the annual meeting including creation of correspondence, reports, and on-site coordination.
- Assists session chairs in the selection and scheduling of volunteered and invited presenters and ensures accurate data entry into meeting management systems.
- Creates statistical and informational reports using meeting management software for securing meeting logistics and program content.
- Ensures data integrity and accuracy of all meeting logistics platforms, including the Summit mobile app.
- Creates and distributes correspondence for volunteered and invited speakers for program development and implementation including but not limited to confirmations, invitation letters and reimbursement instructions and processing.
- Oversees complimentary, VIP and speaker registration discounts and provides registration reports, receipts, and statistics.
- Create, adhere and edit Standard Operating Procedures (SOPs) for scientific programming.
- Coordinates with internal staff on webinar schedule as well as assisting in setting up pre-webinar calls with presenters.
- Serve as the host of webinars including providing administrative instructions, responding to technical issues, sharing materials with participants, and sending follow-up information.
Coordinates post-event work such as: event survey creation, analyzing attendee feedback, reconciliation of vendor invoices, post event attendee materials for distribution via an online site or through mobile app.

Packing/unpacking event materials and equipment and maintaining an inventory of department supplies.

Is this you?

✓ You are smart, organized, and detail-oriented. You’re solution-focused and a terrific teammate.
✓ You have 1-3 years of events experience.
✓ You are proficient in Microsoft Office and have experience working in database systems.
✓ You are willing to travel out of town and overnight (1 trip of 7 nights and 2-3 trips of 1-2 nights each, annually).
✓ You have excellent communication skills, and are confident when corresponding, presenting, etc. with internal and external stakeholders.
✓ You embrace technology and have familiarity with websites, mobile apps, social media and other vehicles.
✓ You are data driven and use offline and online metrics to improve performance.
✓ You have general understanding of accounting and budgeting principles.
✓ You hold a bachelor’s degree in hospitality/business/marketing/communications or another related field. Added benefit if you also hold a CMP or CEM designation.
✓ You are able, if occasionally asked, to lift, carry (up to 40 pounds), stoop, bend, climb, crawl, push, pull or perform other physical activities or walk and/or stand for long periods of time.

Where will you work? From your home.
Covid-19 sent us all home to work. Our team has been adaptable, productive and successful such that we’ve decided to continue to work from home. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 – 3 times per week, others come in once a month. The key here is to identify with your supervisor, what works best for you to produce the outcomes we need to serve our staff and members successfully. While the APS office is based in Rockville, MD (Washington DC metro area), we are open to candidates from outside the area.

How to Apply
Please send your cover letter and resume to resume@physiology.org. APS 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.

About APS
Founded in 1887, the American Physiological Society is a global leader in expanding knowledge related to biological function. We connect a multidisciplinary community of nearly 10,000 scientists and educators from around the world, driving collaboration and spotlighting scientific discoveries in physiology and related disciplines.
Our members are advancing treatments and cures for everything from cancer and heart disease to obesity and addiction. They are also deepening our insight into living organisms generally, helping us to better understand how things like climate change are affecting the world around us.

Today, physiology could not be more important. In fact, physiology is essential to answering virtually every critical question facing us in our understanding of life, health and disease.

This is Us
APS is a welcoming and inclusive team of highly skilled, results-oriented professionals, driven to produce excellence for our community and the discipline of physiology. We celebrate and support each other, seek out opportunities to innovate, learn and develop, and prioritize the good of the whole.

Our Staff Values
We are Inclusive: We are a diverse community committed to creating a safe environment where individuals are accepted and respected. We recognize each other’s achievements, progress and growth. We celebrate milestones, both professional and personal, with gratitude...and cake!
We are Innovators: We are trailblazers and creative thinkers who develop novel and better ways of doing things, whether large or small. We actively identify trends and adapt those insights to our own environment. We are unafraid to ask questions and challenge assumptions. We seek out other innovators and visionaries to provide inspiration and expand our thinking.
We are Agile: We adapt quickly and strive for constant improvement. We adapt our plans and change outdated processes when they no longer serve the Society’s best interests.
We are Courageous: We are confident and fearless in the pursuit of excellence, driven by personal and shared passion and self-motivation. We are willing to take well-informed risks, make mistakes, and learn from them. We openly and respectfully share our ideas, express our opinions and own our actions.
We are Determined: Our tenacity guides us collectively in our quest to produce excellent results. We are resilient and accomplish our goals, even in the face of temporary setbacks.
We are Learners: We are inquisitive and continuously assess our personal and organizational performance. We take ownership of our own professional development and bring fresh ideas back to the organization.

What we Offer
APS offers amazing benefit coverages, some of which include:

- Flexible schedules and ability to work remotely.
- We offer a comprehensive and competitive health and welfare benefits, which includes medical, dental, vision, employer-paid Long-Term Disability, employer-paid life insurance, vacation time, sick time, bereavement leave, 10% employer contribution to retirement, and much more.
- A new and spacious co-working space for staff to use. The building has multiple amenities, including a café, game room, spa-like fitness center with access to showers and lockers, Peloton bikes, treadmills, elliptical machines, and designated bike space. Furthermore, we offer free shuttling services to the nearby metro station and North Bethesda’s premiere destination for shopping and dining, known as Pike & Rose.