



Enrichment Programs Associate Job Description

Job Summary:

Keystone Symposia serves the scientific community by convening 50-60 scientific conferences annually across basic life science, biomedical, and clinical research areas. Enrichment programs at Keystone Symposia conferences aim to enhance career development opportunities at our conferences by building professional skillsets, highlighting innovative scientific viewpoints and perspectives, and supporting next-generation life science and biomedical workforce development. The Enrichment Programs Associate is responsible for coordinating the development and implementation of enrichment programming. This position also provides general support to the Scientific Programs team. Organization and attention to detail are essential in this position. The Enrichment Programs Associate must be initiative driven, be able to multi-task, have time management skills and the ability to meet deadlines, and have excellent communication skills in order to prioritize the multiple duties this position requires.

Duties & Responsibilities:

- Coordinates the development and implementation of various enrichment programs (i.e., roundtable discussions, panels, workshops, etc.), which may include:
 - Serving as a liaison between external groups or individuals and internal teams.
 - Selecting or assisting in the selection of enrichment program participants, inviting them to participate in the enrichment program, and communicating information to confirmed enrichment program participants.
 - Assisting with the enrichment program format and logistics.
 - Ensuring that conference programs are updated and on-site materials for enrichment programs are prepared.
 - Facilitating relevant enrichment programs as available and assigning and training facilitators as needed.
 - Tracking, analyzing, and reporting on conference participants' attendance and/or demographic information.
- Coordinates the selection of a conference assistant(s) at each conference, communicates their responsibilities, and serves as their contact for reimbursement.
- Assists with travel logistics and reimbursement for conference travel awardees.
- Provides department-wide administrative support, including scheduling conference planning meetings, data entry, and process tracking, as assigned and/or needed.
- Other duties as assigned.

Supervisory Responsibilities:

None.

Required Skills & Abilities:

- Interest in science and its broader societal impacts is strongly preferred.
- Strong organizational skills and attention to detail.
- Ability to multi-task and prioritize effectively across a multitude of projects with different timelines.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to listen well and to interact with enthusiasm and diplomacy.
- Basic mathematical and data analytical skills and the ability to create and interpret graphs.
- Proficiency with Microsoft Office software.
- Must be a US citizen or a legal permanent resident.

Education & Experience:

- A bachelor's degree or equivalent from a four-year college or university.

Physical Requirements:

- Prolonged periods sitting at desk working on a computer.

Work Requirements:

This is a full-time 40-hour per week position. The successful applicant is expected to be on-site at Keystone Symposia's office in Silverthorne, CO during the training period and thereafter. Keystone Symposia's hybrid work model currently requires in-office work at least two days per work week.

Compensation:

The salary range for this position is \$56,485 to \$67,008. Keystone Symposia offers a generous benefits package including health, dental, and vision insurance, paid time off, 401(k) with company matching, etc.

We are an equal opportunity employer.

Keystone Symposia on Molecular & Cellular Biology provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state, and local laws. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.