



Position Title: ISB Administrator

Position summary

This position will be responsible for managing and carrying out specific objectives of the International Society for Biocuration (ISB). This position will report to the Executive Committee (EC) of the ISB.

Responsibilities

- Coordinate communications with ISB members
- Preparation of agenda and minutes of EC meetings
- Project management associated with EC decisions and initiatives
- Generating and soliciting web site content

Basic qualifications

- Bachelor's degree or 2 years experience in similar position
- Ability to work independently
- Highly organized
- Reliable access to high speed internet for videoconferencing

Preferred qualifications

- Experience in communications, project management and outreach for supporting scientific societies
- Background in life sciences, bioinformatics, and/or data science
- Experience with WordPress

Position details:

- Part-time: 20 hours / month
- Pay: commensurate with experience
- Location: Work remotely from anywhere

To apply for this position, please send your resume and cover letter, including the names of two professional references, to intsocbio@gmail.com with the subject line "ISB Administrator." All applications received by 2017-10-27 will be given full consideration, and applications will be accepted until the position is filled.