



RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Located in Washington, D.C., the Association for the Accreditation of Human Research Protection Programs, Inc. (AAHRPP) promotes high quality research through an accreditation process that helps organizations worldwide strengthen their human research protection programs (HRPPs).

An independent and growing non-profit accrediting body, AAHRPP uses a voluntary, peer-driven, educational model to ensure that HRPPs meet rigorous standards for quality and protection. To earn accreditation, organizations must provide tangible evidence—through policies, procedures, and practices—of their commitment to scientifically and ethically sound research and to continuous improvement.

As the "gold seal," AAHRPP accreditation offers assurances—to research participants, researchers, sponsors, government regulators, and the public—that an HRPP is focused first and foremost on excellence.

POSITION

This position supports the office by providing the “first positive AAHRPP experience” for callers and visitors. The individual who fills this position will also assist in social media and website communications/updates, as well as public outreach functions to further AAHRPP’s mission of providing educational resources to the research community. Responsibilities related to the outreach aspect of the position include the development and dissemination of communications, conference planning, and organization and publicizing educational events (such as webinars), and other duties as assigned.

DESCRIPTION OF RESPONSIBILITIES

Supports the creation, implementation and distribution of all communications including, but not limited to:

- Conference and webinar CVENT registration management
- Creating and managing content for CVENT website and mobile app
- The quarterly newsletter – AAHRPP Advance
- Website Updates
- Social Media Content
- Correspondence related to conferences and educational programs
- Outreach to exhibitors
- Maintain all client mailing lists

Receptionist Duties:

- Greet visitors and delivery people at the office entrance
- Direct callers and visitors to appropriate offices, take messages, and respond to general inquiries about the Association's programs and activities
- Retrieve and disseminate the U.S. mail on a daily basis
- Photocopy and assist staff with faxing and copying
- Book conference room and maintain office meeting schedule
- Maintain office supplies/inventory
- Help maintain cleanliness and organization of work room and other common areas
- Check and distribute voicemail messages from the main line
- Other duties as assigned

MINIMUM REQUIREMENTS

- Bachelor's degree
- At least 1 year of administrative work experience required; At least 3 years of office experience preferred
- Strong interpersonal skills coupled with a professional demeanor
- Ability to communicate clearly and effectively in writing and speaking
- Computer skills required: MS Office, event planning software (CVENT preferred)
- Computer skills preferred: Constant Contact, Social Media outreach; Microsoft CRM and SharePoint
- Event/Conference Planning experience

CHARACTERISTICS

- Strong commitment to quality and attention to detail
- Highly organized; able to multitask
- Effective time management skills to aid in meeting deadlines
- Dedication to client service and support
- Independent thinker with the ability to contribute to a team to meet goals and complete tasks
- Flexible, creative approach to handling change and problem solving
- Positive, hardworking, and collaborative approach to teamwork

Applicants must provide a resume; in addition, submission of a writing sample and/or Power Point presentation are required for consideration for this position. Please email your resume, cover letter, and writing sample to mfeige@aahrpp.org

AAHRPP is an equal opportunity employer.