

**Administrative Coordinator**  
**New York Section American Chemical Society**

The New York Section of the American Chemical Society (NYACS) has an opening for an Administrative Coordinator with exceptional administrative and clerical skills. The NYACS is a volunteer organization, the premier membership organization for chemists, chemical engineers, and allied professionals in the New York metropolitan area, and a leader in advancing the public's scientific literacy and appreciation of chemistry.

The Administrative Coordinator reports to the Executive Board of the ACS New York Section, and works closely with all members of the Board of Directors. This is a part-time, contractor position working primarily from home. Hours are generally flexible though certain time commitments are required according to the Board's annual schedule. Local travel to occasional Board meetings and events is required. While the position is year-round, the workload will vary throughout the year, with some times of the year requiring a greater time commitment than others (e.g. annual report to ACS in January, Nichols Symposium in April). The position is expected to start in January 2020, with some training with the previous incumbent in November and December of 2019.

Responsibilities include but are not limited to:

Coordinate schedule for Board of Directors meetings (held approximately 5 times per year): ensure all arrangements made; forward meeting notices and minutes; coordinate Committee meetings as needed (e.g. budget).

Oversee arrangements for the January Sectionwide Conference including: send publicity notices; order award plaques; ensure venue and refreshments ordered; create and print programs; assist with travel arrangements for invited speakers as needed.

Create and compile an annual Section Roster: procure the names of chairs for all committees, topical groups and subsections to work with them to develop their members list for the roster.

Assist the Board with annual Elections: obtain candidates' photo and biography; develop a biography listing to be posted to the Section website; send letters to candidates regarding election results.

Coordinate the annual Nichols Award Symposium and Medal Award Dinner: make all arrangements for venue, food and hospitality; work with Chair and Chair-elect on invitations, awardee travel, invited speaker travel, event insurance; serve as prime interface with venue on all contract issues; manage attendee registration.

Coordinate the Call for Nominations for the Nichols Medal Award: forward nomination letter to all USA colleges and universities that have graduate programs. Update the chairs of these colleges periodically.

Collect Budget requests from Subsections, Topical Groups and Committees for the Finance Committee, and, after budget approval, notify all groups as to their approved budget.

Collect all Annual Reports and submit to the chair.

Oversee all printing projects and engraving of awards.

Send necessary notices to the Indicator and C&E News, re: call for nominations, candidates for election, election results, articles about events – Outstanding Service Award, Section Conference, Nichols Symposium.

Ensure that all appropriate communication with ACS is completed on time, including election results, annual report, and financial statement.

Send mailings to New York Section high schools regarding registration for Chemistry Olympiad, Chemagination, and regarding nominations for Nichols Teacher Award, and Student Achievement Awards, usually using bulk mail.

Requirements for the position include:

Excellent written and oral communication skills;

Good computer skills and internet access;

Proficient with Microsoft Office;

Flexible hours but some evening and weekend work required;

Excellent time management and organization skills;

Able to work independently, and able to work with diverse group of professionals;

Must be able to meet deadlines as required.

For full consideration, submit resume and statement of interest to [chair2019@newyorkacs.org](mailto:chair2019@newyorkacs.org) or [widera@adelphi.edu](mailto:widera@adelphi.edu) by July 30, 2019.