

**OPEN POSITION**

**Program Coordinator  
Membership and Programs Department**

The American Mathematical Society (AMS) serves its 30,000 members, the mathematics community worldwide and the general public through its publications, meetings and conferences, programs and services, advocacy and outreach activities.

The AMS invites qualified candidates to apply for the position of Program Coordinator in the Society's Providence, RI headquarters. This position requires an energetic, self-starter who will be responsible for running several AMS professional and student programs, including a few in-person programs during the annual Joint Mathematics Meeting. This position requires a tech savvy person to promote and coordinate various employment services and programs using a variety of social media.

Come and be part of an extraordinary collection of talent who support the Society's Membership and Programs efforts.

**RESPONSIBILITIES:**

- Administer programs by assuming responsibility for the entire process:
  - Write announcements and broadcast through society print publications, website, and special mailings
  - Construct budgets and schedules
  - Create web application forms and manage application process through MathPrograms.org interactive site
  - Provide all communication with selection panels and applicants
  - Conduct event planning and on-site coordination
  - Responsible for all post-award functions including documentation approvals and payments
  - Photograph events for web and print promotional use
- Support for employment services including Employment in the Mathematical Sciences (EIMS) job ads, Mathjobs.org and Mathprograms.org:
  - User support; requires an understanding of complicated systems and problem resolution skills. See to all inquiries and problems and make sure they are resolved speedily
  - Budget, plan, and report on Employment Service usage
  - Support any committee work related to employment
  - Conduct an annual campaign of advertising and promotion for all employment services

**QUALIFICATIONS:**

- Administrative ability, detail oriented.
- Ability to learn the management of FileMaker databases and spreadsheets at an intermediate level
- Ability to write/edit/proofread brochures, web pages, instruction sheets, signage, and application forms
- Ability to coordinate brochures, ads and flyers from meeting with the creative team to print production
- Knowledge of html and web editing, or willingness to learn
- Ability to produce and follow schedules and budgets

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree preferred
- Experience with academia and/or nonprofit program administration desirable

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: <https://home.eease.adp.com/recruit/?id=10729941>