



Membership and Scientific Advancement Associate, India- ACS International

ACS International, Ltd. (ACSI) is a wholly-owned subsidiary of the American Chemical Society. ACSI is comprised of representatives that serve the scientific community worldwide. Employees represent products and services provided by ACS divisions, including ACS Publications and Chemical Abstracts Service (SciFinder® and STN®) to the world's most important scientific companies, government organizations, global patent offices and academic institutions to promote research and discovery.

The Division of Membership and Scientific Advancement (M&SA) is responsible for recruiting, retaining, recognizing and servicing members around the world. With nearly 157,000 members worldwide, providing an integrated suite of benefits that meet current and potential member needs is vital to the Society. The Global Strategy/Market Development department, in conjunction with other M&SA units, is charged with developing and promoting innovative products, programs and services relevant to businesses, institutions, and individuals associated with the chemical enterprise in India.

ACS International is currently seeking a Membership and Scientific Advancement Associate based in India

The ACS Membership and Scientific Advancement Division (M&SA) carry out the largest and most diverse set of programs in support of ACS members and potential members. The overall purpose of this position is to represent the M&SA Division in India. Reporting to Manager, Global Strategy Implementation, the Membership and Scientific Advancement Associate will work closely with ACS M&SA headquarters and ACSI India staff on delivering local member benefits.

Essential Functions

- Working with the Manager of Global Strategy Implementation, align strategies with activities to support membership services in India
- Serving as a local informant and working with the M&SA Global Strategy & Market Development Team to develop an internal member-facing program for membership engagement and retention, recommending programs and services for ACS members and prospective members in India
- Identifying and engaging individuals and institutions that could/should benefit from increased participation with ACS
- Drafting correspondences, reports, letters, power point presentations, marketing materials and other documents
- Running in-country social media campaigns and developing/maintaining a web presence
- Managing logistics for conferences and events
- Providing support to ACS leadership, including travel and meeting arrangements
- Managing relationships with local vendors and third-party service providers
- Supporting Local Chapters' activities by establishing trusted relationships and regular communication with volunteers and managing project timelines and deadlines
- Providing customer service support and conducting telemarketing activities
- Conducting membership marketing recruitment activities

Requirements:

- A university-level degree; degree in Chemistry or equivalent experience in the Chemical industry strongly preferred
- Minimum of 4+ years of program management experience gained in a commercial environment
- Must possess strong English communications (verbal and written) and reading skills; Must be able to communicate effectively and discuss task objectives, issues and solutions with colleagues and with individuals from all internal and external client departments

- Must be able to convey ideas via e-mail and technical documentation
- Must be able to effectively present ideas and solutions
- Must interact effectively with individuals from business, quality assurance, system administration, and other application development areas in order to define task objectives, obtain specifications and discuss solutions
- Ability to work with minimal or no supervision and to independently identify priorities
- Excellent organizational and office administration skills
- Ability to work on several tasks simultaneously and appropriately prioritizing workload
- Willingness to travel internationally
- Based in New Delhi or Pune, India

To apply for a position, please submit your cover letter and CV to careers@acsi.info