

Executive Director — Part-Time

American Society of Forensic Odontology (ASFO)

Location: Remote

Job type: Part-time

Compensation: \$2000 per month (\$24,000 Per annum)

Expected hours: Estimated average of 3-5 hours per week. Weekly hours increase in preparation for and during the annual on-site meeting. Attendance is required at online Board meetings held on average once every two months.

Travel: Attendance at the annual on-site meeting is required; authorized business expenses are reimbursed.

About the Position

The American Society of Forensic Odontology is seeking an organized, dependable Executive Director to manage the Society's daily operations and support its mission to advance forensic dentistry and maintain the highest standards of practice.

Reporting to the Board of Governors, you will work closely with Society leadership to coordinate membership services, financial administration, meetings, educational programs, and communications. This position is ideal for someone who enjoys working independently, managing details, and supporting a professional membership organization.

Key Responsibilities

- Manage membership records, process applications, coordinate annual dues, and support membership retention and recruitment.
- Maintain accurate financial records using QuickBooks and PayPal, process authorized payments, and assist the Treasurer with budgets, financial reports, and accounting documentation.
- Coordinate the annual meeting, including venue arrangements, registration, speaker needs, audiovisual services, catering, sponsors, and event materials.
- Organize webinars and continuing education programs, including communications, attendance records, evaluations, and certificates.
- Support continuing education approval requirements through accurate records, applications, and reporting.
- Coordinate Board meetings, distribute agendas and materials, arrange Zoom access, and maintain approved minutes.
- Respond promptly and professionally to member inquiries and Society correspondence.
- Update website content, coordinate with the webmaster, and manage social media communications.
- Maintain secure, organized Society records and provide operational updates to leadership.

Qualifications

- Ability to work independently with minimal supervision and manage multiple deadlines.
- Strong organizational skills, attention to detail, and reliable follow-through.
- Excellent written communication and interpersonal skills.
- Proficiency with Microsoft Word, Excel, QuickBooks, PayPal, and Zoom.
- Ability to maintain databases, update website content, and manage social media accounts such as LinkedIn.
- Competence in financial recordkeeping and administrative coordination.
- Professional judgment and discretion when handling confidential information.
- Availability to attend Board meetings and the annual meeting.

Experience in association management, membership services, event planning, or non-profit administration is preferred. Familiarity with dental, scientific, professional, or continuing education organizations is considered an asset.

Employment Details

This is a part-time employee position with an initial one-year employment agreement. Renewal is subject to mutual written agreement. Hours vary based on Society activities, with increased availability needed before and during the annual meeting.

How to Apply

Apply via email, director@asfo.org, with your resume and a brief cover letter describing your relevant administrative, financial, membership, or event coordination experience.

Application deadline is October 29, 2026.