



Position Description

Date: September 28, 2026
Position Title: Associate Director
Reports To: Director or Sr. Director, Quality and Science
Status: Exempt

Position Summary:

The Associate Director, Quality and Science, will report to either the Director or Sr. Director of Quality and Science. This position supports ASAM leadership, society members, and partners to advance quality addiction care. The Associate Director will work closely with the clinical practice guideline (CPG) methodology committee and the Quality Improvement Council (QIC) to support the development of ASAM CPGs and other clinical documents. This will include conducting systematic literature searches using best practices, supporting implementation of the GRADE (Grading of Recommendations, Assessment, Development, and Evaluation) process, providing project management support, and supporting committees' decision-making in alignment with the ASAM CPG Methodology. This position requires knowledge and experience in guideline development, systematic evidence reviews, and clinical practices in addiction treatment.

Responsibilities

- Staff committees and subcommittees related to ASAM clinical document development
- Support all stages of literature review development, including planning search strategies, conducting searches in biomedical databases, using inclusion/exclusion criteria to review articles, collecting PDFs, and extracting data into spreadsheets
- Communicate literature review findings to expert committees and assist with all decision-making stages, including committee voting on recommendations
- Draft accurate and well-written synthesis of evidence and expert discussion toward the development of guidance documents
- Support development of materials for dissemination of ASAM guidelines and other clinical documents
- Engage ASAM members and key stakeholder groups (e.g., federal agencies, professional societies, patient advocacy groups).
- Support ongoing activities of ASAM's Quality and Science Department.
- Develop and maintain an in-depth understanding of ASAM's clinical practice guidelines and other clinical documents

Required Qualifications

- 2-3 years for an associate director or 4+ years for a director of work experience conducting literature reviews, evidence synthesis, and science writing
- Experience effectively interpreting and summarizing scholarly research in oral and written formats
- Deep understanding of the science of addiction or addiction treatment, commensurate with title
- Experience managing and facilitating expert committees
- Experience with MS Office products (MS Word, Excel, PowerPoint, Teams).



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Desired Qualifications

- PhD in health- or science-related field
- Experience interpreting and summarizing scholarly research in the field of addiction
- Understanding of clinical practices in addiction treatment
- Specialized training in systematic review best practices and database searching
- Experience with the GRADE methodology

Skills and Abilities

- Organized and detail oriented.
- Excellent research, writing, and communication skills.
- Ability to work independently on multiple project tasks.
- Comfortable working with senior management and association leadership.
- Results-driven focus. Ability to manage through ambiguity and easily shift gears, reprioritize, and stay focused on outcomes to consistently achieve results, even under tough circumstances.
- Problem solver. Understands the big picture and can easily recognize challenges before they occur. Ability to make sense of complex, and sometimes contradictory, information to effectively solve problems.
- Collaborative approach. Work cooperatively, seeking to understand concerns and realistically manage expectations by finding common ground and building consensus for workable solutions.
- Respectful. Approachable and responsive. Knowledge and ability to communicate clearly.

Works closely with:

- ASAM staff, Quality and Science Division
- Quality Improvement Council
- ASAM committees
- National stakeholders

Salary and Benefits:

Salary: \$90,000 - \$105,000 **Commensurate with experience.**

Benefits: Robust benefits, including 4 weeks (paid) parental leave, family health, vision, and dental benefits, 401(k) plan match. Flexible remote work arrangements available.

To Apply:

Please submit a resume and cover letter explaining your interest in this position and how your skills match the position to the following address:

https://recruiting.myapps.paychex.com/appone/MainInfoReg.asp?R_ID=7217665



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ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the Maryland.



ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.