

Position: Program Assistant

Employer: Genetic Alliance

Classification: Professional, full-time employment

Benefits: Paid vacation, health, and holidays; generous medical insurance and long-term disability; employer-matched 403b plan; life insurance; transportation deduction

Location: 4301 Connecticut Avenue, NW, Suite 404, Washington, D.C. 20008

Salary Range: \$35-38,000

Genetic Alliance is a nonprofit health advocacy organization committed to engaging individuals, families, and communities to transform health. For 30 years, we have built tools and technology that empower individuals to improve their own health and amplify their voices to better health and access for others. We work collaboratively with our network of thousands of organizations to push the boundaries of the current systems of research, care, and support. Our goal is to ensure that individuals, families, and communities (and the organizations who serve them) have access to the information they need to make informed decisions about their health and healthcare. We bring energy and creativity to this task through the diverse experience and expertise of our staff.

General Position Overview:

Genetic Alliance serves as a part of the Coordinating Center for the National Patient-Centered Clinical Research Network (PCORnet). PCORnet is a groundbreaking initiative aiming to transform clinical research by engaging participants, clinicians, community providers, and health systems in collaborative partnerships that leverage health data to advance medical knowledge and improve health care. Genetic Alliance is spearheading efforts to build engagement and network capacity and provide logistical and technical support to the Network overall. The Program Assistant will be vital in providing day-to-day support for the team and will contribute meaningfully to the development of the network, delivery of resources, and technical assistance to the Network around collaboration, partnership building, and engagement.

Duties and Responsibilities:

- Work with team to develop and execute projects aimed at building PCORnet infrastructure and organization of network players.
- Support project activities, including developing documents, organizing meetings, and planning webinars and phone calls.
- Develop spreadsheets and tracking tools, and coordinate project management systems.
- Draft surveys, reports, materials, and documents.
- Conduct online research and translate findings into clear documents.
- Provide administrative support to PCORnet Coordinating Center team.
- Other duties as assigned.

Genetic Alliance's mission requires that we think outside-the-box and inspire our network of partners to do the same. In order to transform entrenched systems and draw people out of their comfort zone, Genetic Alliance has focused on creating a culture of openness. This culture is an important part of our internal and external process, in the need for honesty and transparency in all that we do, and in the requirement that staff push themselves and grow both personally and professionally.

Qualifications

Education and/or Experience:

- Bachelor's degree from an accredited college or university and 1-3 years of relevant work experience required.

Knowledge, Skills and Abilities:

Required

- Familiarity with online survey, scheduling, and collaboration platforms, such as SurveyMonkey and Google Docs.
- Superior proficiency in MS Office including Word, Excel and PowerPoint.
- Comfortable with social sharing and blogging tools.
- Thrives in a fast-paced and stimulating environment.
- Proactive and takes initiative and plays an active role in tasks.
- Able to work independently and in a team when needed.
- Excellent writing and editing skills.
- Communicates clearly to a range of audiences, both verbally and in writing.
- Strong interpersonal skills.
- Superior organization and time management skills with special attention to detail.
- Transitions efficiently between different projects and activities.

Preferred

- Experience coordinating meetings, teleconferences, and electronic forums.
- Background in communications, research, and/or public health.

How to Apply:

Interested and enthusiastic applicants should send a resume, cover letter, two writing samples, and references to: Andrea Goodman, Director of Engagement, agoodman@geneticalliance.org