

Position: Network Coordinator, PCORnet

Employer: Genetic Alliance

Classification: Professional, full-time employment

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

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

Salary Range: \$41,000-\$48,000

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) – a groundbreaking initiative aiming to transform clinical research by engaging stakeholders and leveraging 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 Coordinator 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:

- Develop and implement a variety of projects for PCORnet, including supporting events, websites, collaborative learning, and refining tools and resources.
- Support meeting planning and development of coalitions and partnerships.
- Develop tools and materials for convening stakeholders, building engagement and outreach capacity, and implementing engagement tasks for PCORnet demonstration projects.
- Conduct online research and translate information into summaries, documents, and presentations.
- Prepare materials and presentations for meetings and calls.
- Coordinate spreadsheets, tracking tools, and project management systems.
- Support team, including organizing meetings, webinars, and phone calls.
- 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 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 Zoomerang, SurveyMonkey, Doodle, and Google Docs.
- Superior proficiency in MS Office including Word, Excel and PowerPoint.
- Experience working on project-based teams in an office setting.
- Interest in a fast-paced and stimulating environment.
- Proactive, takes initiative, and plays an active role in tasks.
- Able to work independently and in a team when needed.
- Excellent writing skills and clearly communicates 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

- Familiarity with online survey, scheduling, and collaboration platforms, such as Zoomerang, SurveyMonkey, Doodle, and Google Docs.
- Background in communications, research, and/or health.
- Interest in community organizing, network building, and partnership development.

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