

**Position:** Program Manager

**Employer:** Genetic Alliance

**Classification:** Professional, full-time employment

**Benefits:** Paid vacation, health and holidays, generous medical insurance, 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:** \$50,000-55,000

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. We bring energy and creativity to this task through the diverse experience and expertise of our staff.

**General Position Overview:**

In support of its mission, Genetic Alliance is leading multiple efforts to engage individuals, families, and communities and help other organizations to do the same. One of these programs, the National Genetics Education and Family Support Center (Family Center), works to ensure that all individuals and their families who have, or are at-risk of having, a genetic condition have access to genetic services and are engaged in their own care. The Family Center's efforts include strengthening opportunities for families to engage in a meaningful way in national, regional, and local genetic services systems. An emphasis is given to those living in medically underserved areas. In particular, the Family Center supports the activities of the [Regional Genetics Networks](#) (RGN). Other activities include supporting children and youth with special healthcare needs, genetics education and training for consumers, and promoting access to education and support.

**The Program Manager will:**

- Support a collaborative team including Genetic Alliance, Family Voices, and Parent2Parent USA
- Serve as point of contact for RGN staff and family leaders
- Conduct outreach to family-led, community, and advocacy organizations
- Compile advocacy resources and organize webinars and trainings
- Collect, develop, refine, and review engagement materials
- Manage communications to the Family Center's partners in the genetics and health community
- Research and stay current on issues related to genetics services
- Write manuscripts and other narratives for publication and posting
- Collaborate with an evaluator to track and assess the Family Center's impact
- Provide administrative oversight for grant activities, including reporting and budget

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/Experience**

- Experience in health and/or community-focused programs.
- Bachelor's degree required.
- Advanced degree in related field highly preferred (clinical, public policy, public health, communications, public administration).
- Stellar communication skills and experience, with preference given to individuals with experience in underserved populations, engagement or stakeholder involvement, community outreach, or other related fields.

**Skills, Knowledge, and Abilities**

- Experience developing project plans, materials, and tools
- Comfort with managing project tasks and staying on target timelines
- Interest in engagement, community organizing, network building, and partnership development
- Experience working with medically underserved communities
- Innovative and analytical thinker who is comfortable implementing new systems and processes
- Ability to communicate effectively verbally and in writing
- Thrives in a fast-paced and stimulating team environment
- Superior organization and time management skills with special attention to detail
- Interest in innovative models of healthcare
- Excellent team player

**How to Apply:**

Interested and enthusiastic applicants should send a resume, cover letter, two writing samples, and references to: James O'Leary, Chief Innovation Officer at [joleary@geneticalliance.org](mailto:joleary@geneticalliance.org).