



## **National Medical Fellowships (NMF)**

### **Program Coordinator, Scholarships and Awards**

**JOB DESCRIPTION:** NMF is a scholarship granting organization with a growing portfolio scholarships and programs. The NMF Program Coordinator, reporting to the Director of Scholarships & Programs, works closely with the Director, Chief Program Officer, and other Coordinators to facilitate each program in a smooth and timely fashion. This person shall provide effective coordination to assigned NMF programs.

#### **OVERALL RESPONSIBILITIES:**

- **Communication:** Provide regular communication by email or phone with applicants, school officials, and scholars regarding documents needed for submissions and reminders for program deliverables.
- **Outreach:** Update program contacts lists and create new ones for targeted audiences as needed. Draft and send program announcements through various email and social media outlets.
- **Website:** Contribute to Scholarship and Awards pages on the NMF website and make additions and edits as needed.
- **Application monitoring and management:** Track number of applications in progress and submitted. Conduct initial reviews of submitted applications for document completion and follow up with applicants regarding documents still needed.
- **Download complete applications** into the organization DropBox (or similar) for external review and tailor to needs of the review committees when applicable.
- **Award notifications:** Prepares and sends out notifications to applicants of awards or non-awards and collects all Scholar acceptance documents.
- **Scholarship Disbursements:** Sends appropriate documents for scholarship disbursements to Director and COO to be processed.
- **Scholar data:** Input and maintain most up-to-date scholar data across scholarships & programs for quick retrieval and purposes of tracking and reporting.
- **Other:** Assist in NMF overall projects such as special events, board meetings, newsletters, alumni engagement, and other tasks as requested by the Director and Chief Program Officer.

#### **SPECIFIC TO SCHOLARSHIP PROGRAMS**

- **Scholarship Management:** Ensure all scholarship and awards requirements are fulfilled. "Enhanced" Scholarships require specific deliverables, which may include conducting a research project and submission of a written report, project poster, and/or presentation at a scholarship reception/event. Monitor and track scholar progress on deliverables including status reports, routine communications, submission of drafts, etc., as needed. Conduct initial reviews of assignments and provide feedback to Scholars.
- **Program Event Coordination:** Collaborate with the Development Department to coordinate Scholar presentations, identify scholars and/or alumni to attend in-person or virtual fundraising or Alumni events (e.g., select based on specific criteria).
- **Program Evaluation and Reporting:** Create and monitor program evaluation surveys, including tracking of responses and downloading data for scholar files and reporting. Update Scholarship data for funder reports, and other relevant scholarship data, which may include Scholar

demographics, and post-program feedback or impact data. Edit or reformat Scholar biosketches based on reporting requirements.

- Scholar and Alumni Tracking: Conduct periodic surveys of scholars and alumni (e.g., Annual Alumni Survey, Annual Match Day Survey, etc.). Develop other surveys as needed. Conduct survey follow-up; compile, organize and analyze data; update relevant data files including contact information and survey data.

#### **QUALIFICATIONS:**

- Bachelor's degree or higher.
- 1-3 yrs related program coordination experience preferred.
- Excellent written and oral communications, including timely, accurate writing, editing and collaborative work on documents.
- Familiar with healthcare education landscape (e.g., career pathways and degrees)
- Knowledge of scholarship and academic program operations, a plus.
- Familiar with issues surrounding student debt (e.g., institutional financial aid, federal aid, public service loan forgiveness, scholarships, etc.).
- Demonstrated experience with data management and basic analysis (e.g., applicant demographics).
- Proficiency in website and online application design/implementation highly preferred.
- Proficiency with Microsoft programs including Word, Excel, PowerPoint, Publisher, and Adobe.
- Organized, quick learner, adaptable, creative, and dedicated.
- Ability to balance, negotiate, and interact effectively with others, work independently, and multi-task to accomplish all work in a timely manner.

#### **Work Environment**

- Small, collegial, enthusiastic team that shares a strong commitment to facilitating growth of a diverse health workforce. The team is committed to increasing access to healthcare and improving health outcomes to underserved populations.
- NMF has a virtual remote working environment with team members based in New Orleans, New York, and Washington DC. However, location in the Washington DC area is preferred.

**Compensation** - This position carries a competitive salary, commensurate with experience, and a generous benefits package, including paid time off; medical, dental and vision benefits; LTD; STD; Life Insurance; and 401K matching plan.

**How to Apply** - Applications should be submitted electronically to [scholarships@nmfonline.org](mailto:scholarships@nmfonline.org). Please include the position title in the email Subject. Example: POSITION: Program Coordinator, Scholarships and Programs.

#### **Applications must include:**

- A one-page cover letter
- CV/resume

NMF values a diverse workforce and an inclusive culture — people of color, women, individuals with disabilities, immigrants, and people from other underrepresented communities are strongly encouraged to apply for this position.

NMF does not discriminate on the basis of race, ethnicity, national origin, age, creed, religion, physical ability, gender, gender identity or expression, pregnancy, sexual orientation, previous incarceration, veteran status, union membership or activism, or any other characteristic protected by local, state, or federal law.