



National Medical Fellowships (NMF)
Program Assistant, Diversity in Research Programs Portfolio

JOB DESCRIPTION: NMF is a scholarship granting organization with a growing portfolio of clinical research training, scholarship, and service-learning programs. The Program Assistant provides essential program and administrative support to move the Diversity in Research Programs Portfolio forward. The Assistant reports to the Program Director, Diversity in Research Programs Portfolio and the Chief Program Officer.

OVERALL RESPONSIBILITIES:

- Administrative and Clerical Support: make phone calls, order supplies, and ship materials.
- Program Materials: copy, print and assemble materials for program activities and events.
- Scheduling: gather information regarding the availability of meeting participants, create appointments, and send event information to participants. Set up technology for trainings, events and activities, including Zoom and other online platforms.
- Communication: communicate regularly by email and phone with NMF stakeholders, including program participants, funders, and vendors.
- Participant Data: collect and enter data into the NMF alumni database and other program tracking/reporting systems.
- Notetaking: prepare agendas and take minutes at program meetings.
- Organization of Files and Documents: archives program files according to NMF naming conventions and file retention practices.
- Travel: conduct research on travel options, make reservations, communicate logistical information, and process travel reimbursements.
- Website: make additions and edits as needed to the Diversity in Research Programs Portfolio pages on the NMF website.
- Other: assist in NMF overall projects such as special events, board meetings, newsletters, alumni engagement, and other tasks as requested by the Director or Chief Program Officer.

QUALIFICATIONS:

- Bachelor's degree preferred.
- 1-2 yrs of related program support experience required.
- Excellent written and oral communications, including timely, accurate writing, editing and collaborative work on documents.
- Demonstrated experience with data management and basic analysis (e.g., applicant demographics).
- Proficiency with Microsoft programs including Word, Excel, PowerPoint, Publisher, and Adobe.
- Ability to balance, negotiate, and interact effectively with others, work independently, and multi-task to accomplish all work in a timely manner.
- Organized, quick learner, adaptable, creative, and dedicated.
- Proficiency in website and online application design/implementation highly preferred.
- Familiarity with the clinical research and healthcare education landscape (e.g., career pathways and degrees), a plus.
- Knowledge of scholarship and academic program operations, a plus.

- Familiarity with issues surrounding student debt (e.g., institutional financial aid, federal aid, public service loan forgiveness, scholarships, etc.), a plus.

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 sanderson@nmfonline.org. Please include the position title in the email Subject: POSITION: Program Assistant, Diversity in Research Programs Portfolio.

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.