



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

**Diversity in Research Programs Portfolio** - National Medical Fellowships (NMF) seeks to hire an energetic Program Coordinator to implement projects within the Diversity in Research Programs Portfolio. The growing portfolio includes the Robert A. Winn Diversity in Clinical Trials Award Program (Winn Awards) and NMF Diversity in Clinical Trials Research Program (NMF Dctr). These initiatives seek to increase diversity in clinical research as part of the strategy to enhance the development of therapeutics effective in all populations.

**Position Description** - NMF is a scholarship granting organization with a growing portfolio of clinical research training, scholarship, and service-learning programs. The Program Coordinator reports to the Program Manager, Diversity in Research Programs Portfolio, and collaborates with program staff and partners to plan, execute, and evaluate program activities. Successful candidates will have experience in program coordination and be highly organized self-starters who work well independently and as part of a high-performing team.

**OVERALL RESPONSIBILITIES:**

- Outreach and Recruitment: Assist in developing and executing scholar recruitment strategies. Collaborate with program assistant to manage program contact lists and create new ones for targeted audiences as needed. Draft and send program announcements through various email and social media outlets.
- Communication: Communicate regularly by email or phone with program partners, applicants, and scholars regarding documents to be submitted and reminders for program deliverables. Monitor and develop responses to frequently asked questions and inquiries from applicants and program participants. Proactively elevate participant concerns to the Program Manager to address issues and needs for ideal program outcomes.
- Application Monitoring and Management: Track and analyze data regarding applications in progress and submitted. Conduct initial reviews of submitted applications for document completion and program eligibility. Provide technical assistance to applicants, including following up with applicants regarding documents still required for submission. Download completed applications into DropBox for external review and tailor to needs of the review committees when applicable. Prepare spreadsheets and reports that characterize the applicants to Diversity in Research Programs.
- Award Notifications: Prepare and send out acceptance /decline notifications to applicants of Diversity in Research Programs.
- Participant Data: Input, maintain, and synthesize participant data across Diversity in Research Programs for quick retrieval and purposes of tracking and reporting.
- Program Documents: Prepare Scholar Handbooks, bio booklets, program forms, and other printed or electronic program documents.
- Meetings and Trainings: Gather information on participant availability and schedule program meetings and trainings. Set up technology to support program events and activities. Draft agendas and documentation for program meetings and events.
- Management of Diversity in Research Programs Participant Assignments: Set up Diversity in Research Programs in program tracking system (Canvas), including adding participants to the courses, setting up

the program assignments, sending reminders, and collecting participant deliverables. Conduct initial reviews of assignments and provide feedback to participants.

- Program Event Coordination: Assist in preparation for program events, such as program orientations, webinars, culminating/showcase events, and award ceremonies. These tasks include but are not limited to setting up and monitoring registration, finalizing posters for print, managing PowerPoint presentations, printing programs, creating participant certificates, and setting up and breaking down event spaces (in-person or virtual). If events require travel, manage participant travel arrangements to and from events. Coordinate shipment of materials to and from venues.
- Program Evaluation: Create and monitor program evaluation surveys, including tracking of responses and downloading data for participant files and reporting.
- Website: Make additions and edits as needed to the Diversity in Research Programs Portfolio pages on the NMF and program websites.
- Other: Assist in NMF overall projects such as special events, board meetings, newsletters, alumni engagement, and other tasks as requested by the Program Manager, Director, or Chief Program Officer.

#### **QUALIFICATIONS:**

- Bachelor's degree or higher.
- 1-3 yrs related program coordination experience required.
- Ability to balance, negotiate, and interact effectively with others, work independently, and multi-task to accomplish all work in a timely manner.
- 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.
- 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) highly preferred.
- 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](mailto:sanderson@nmfonline.org). Please include the position title in the email subject line: "POSITION: Program Coordinator, Diversity in Research Programs."

**Applications must include:**

- A one-page cover letter
- CV/resume
- Three professional references

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.