



NATIONAL MEDICAL FELLOWSHIPS, INC.
Program Assistant

About NMF

One of the first diversity focused organizations in the United States, National Medical Fellowships (NMF), founded in 1946, is the nation's premier 501(c)(3) non-profit organization seeking to eliminate health care disparities by increasing the number of Black, Indigenous, and People of Color (BIPOC) physicians and other health care professions working to advance health equity.

NMF works to expand access to education in health care professions, strengthen partnerships with institutions providing this education, and increase a sense of belonging for BIPOC students by enhancing its financial, communal, and emotional support. NMF also offers resources for physicians and other providers already working in health care and seeks to increase diversity and welcome intentionally excluded communities to participate in clinical research. To ensure that clinical research findings benefit all populations, NMF works to increase the number of BIPOC researchers and investigators leading clinical trials and diversify participants in clinical research. In these ways, NMF unabashedly disrupts the systems and structures that erect barriers which impede talented and committed BIPOC students and providers from aiding communities made vulnerable by historic disinvestment and disenfranchisement.

Role Description

As a scholarship granting organization, NMF has a growing portfolio of clinical research training, scholarships, and service-learning programs. The Program Assistant provides essential program and administrative support to move the Research, Scholarships and Service-Learning Programs Portfolio forward. The Program Assistant reports to the Assistant Program Director for their assigned team.

Responsibilities

- **Administrative and Clerical Support:** Create agendas and take notes during meetings, make phone calls and email scholars/Emerging investigators and applicants, order supplies, and ship materials as delegated by other NMF team members
- **Program Management Support:** Assist with the coordination of program activities, including creating certificates, event logistics, assembling and distributing materials for program activities and events. Tasks will vary and may include supporting other NMF departments
- **Internal Scheduling:** Review availability of meeting participants, create and send agendas and calendar invitations to team members. Set up manage virtual meeting platform including Zoom, Microsoft Teams, and other online platforms
- **Communication:** Communicate regularly, as delegated by Programs Team members, by email and phone with scholars, applicants, and vendors. Monitor and develop responses to frequently asked questions and inquiries from applicants and program participants. Proactively elevate participant concerns to the Program Manager or Assistant Program Director to address issues and needs for ideal program outcomes
- **Participant Data:** Assist with the collection and input of data into program tracking and reporting systems
- **Organization of Files and Documents:** Archive program files according to NMF naming conventions and file retention practices

- **Travel:** Conduct research on travel options, assist Program Manager in making reservations, communicating logistical information, and processing travel reimbursements
- **Program Documents:** Assist in the preparation and dissemination of printed or electronic program-related materials
- **Other:** Assist in NMF additional projects such as special events, board meetings, newsletters, alumni engagement, and other tasks as requested by NMF leadership

Qualifications

- Bachelor's degree preferred
- 1-2 years of related program support experience required
- High comfort level working in an energetic, fast-paced, start-up environment
- Organized, quick learner, adaptable, creative, and dedicated
- Ability to work independently and multi-task to accomplish all work in a timely manner
- Excellent written and oral communications skills, including timely, accurate writing, editing and collaborative work on documents
- Strong interpersonal and communication skills with the ability to build sustainable, trusted relationships
- Familiarity of scholarship and academic program operations
- Familiarity with issues surrounding the inaccessibility of higher education and quality healthcare, specifically as it pertains to marginalized communities (e.g., implications of racism, ableism, financial barriers, etc. within education and healthcare institutions)
- Proficiency with Microsoft programs including Outlook, Word, Excel, PowerPoint, Publisher, and Adobe
- Proficiency in data management and basic analytics using Excel (e.g., applicant demographics) including formatting, sorting, filtering, charting, reporting, and usage of basic Excel formulas to analyze data

Workplace Environment

- NMF's teammates share a deep commitment to health equity for the BIPOC community
- Diversity, equity, inclusion, and belonging are core tenets of NMF's workplace culture
- NMF has a virtual remote working environment with teammates based across the country
- District of Columbia, Maryland, Virginia area is preferred

Compensation and Benefits

- Full-time position
- Competitive salary commensurate with experience within the nonprofit sector
- Generous benefits package, including paid time off; medical, dental and vision benefits; short and long-term disability insurance; life insurance; and 401K matching plan



Applying

Please submit your CV/resume, including a one-page cover letter and two professional references, to jobs@nmfonline.org. In the email Subject field, please indicate the role title as in: "**POSITION — Program Assistant.**"

Equal Employment Opportunity Statement

NMF is committed to providing equal employment opportunity to all employees and applicants for employment without regard to their race, color, religious creed, sex, gender identity, gender expression, age, national origin, caste, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, height and weight, or other personal characteristics as may be protected by applicable law. This policy applies to all terms and conditions of employment, including, without limitation, hiring, placement, promotion, job elimination, termination, transfer, leaves of absence and compensation; relationships with outside vendors; use of contractors and consultants; and in dealing with the public.