

## **POSITION DESCRIPTION**

**JOB TITLE:** Program Manager  
**STATUS:** Exempt  
**REPORTS TO:** President & CEO  
**SUPERVISES:** N/A

### **POSITION SUMMARY**

The Program Manager will serve as an integral part of the Science Department and manage many women's health programs, including working across the organization to support program-related policy activities and educational efforts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage short- and long-term science programs in areas of health that disproportionately or solely affect women
- Develop and implement science events and activities by detailing and maintaining timelines, creating agendas and run-of-show documents, and overseeing logistics
- Assist the Director of Scientific Programs in developing, planning, implementing and evaluating initiatives specific to women's health
- Evaluate and summarize a broad scope of complex scientific information from basic and clinical research to develop scientific events and programmatic activities
- Engage researchers, clinicians, patients, and other stakeholders to develop and launch activities and materials to achieve programmatic goals
- Coordinate science, policy and communications efforts on science programs
- Prepare white papers, educational materials, presentations, memos, scientific publications and reports relevant to women's health
- Ensure scientific accuracy of SWHR's blog posts and social media campaigns
- Represent SWHR at local and national meetings, committees and advisory boards to advance SWHR's mission

### **QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED**

- Educational background in life sciences or public health. MPH or other relevant master's degree preferred.
- At least 2 years of experience in:
  - Health-related research, analysis and evaluation
  - Knowledge and understanding of various scientific/health research topics
  - Writing grants/proposals, reports, memos and scientific publications and creating presentations
  - Budget development and administration
  - Development of scientific and/or health public policy materials

Additional qualifications:

- Highly organized with the ability to establish priorities, manage deadlines, and adapt to ever-changing situations
- Experience facilitating meetings and program administration
- Ability to quickly become a subject-matter expert in a wide range of health topics
- Team player as well as ability to work independently
- Excellent oral and written communication skills, including editing and presentation skills
- Ability to strategically develop and execute programmatic activities
- Ability to establish collaborations with individuals and organizations, both internally and externally
- Foster relationships with scientists, clinicians and advocates

**To Apply:** Please submit a cover letter indicating your interest in SWHR and resume to [science@swhr.org](mailto:science@swhr.org). Please use the following format for the subject line: "Last Name\_Program Manager."

No phone calls please. Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time salaried position based in downtown Washington, DC.