

## Programs Coordinator

### ABOUT SWHR

As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments affect women and men differently. The Society for Women's Health Research (SWHR) led the way to making women's health a national priority, forever changing how medical research is conducted.

SWHR is a 30-year-old education and advocacy nonprofit based in Washington, DC. A highly respected thought leader in promoting research on biological sex differences in disease, SWHR is dedicated to eliminating imbalances in care for women through science, policy, and education.

### POSITION SUMMARY

SWHR seeks a full-time Programs Coordinator to support the planning and execution of the organization's growing portfolio of scientific programs and to assist in developing and implementing communications plans related to these programs. SWHR's science programs include closed events, public panels, and interdisciplinary science working groups.

### ESSENTIAL RESPONSIBILITIES

- Work collaboratively with the Science, Communications, Policy, and Development Departments on successfully planning and executing SWHR programs.
- Assist with planning and implementation of meetings, roundtables, panels, etc., including coordinating logistics, scheduling, and agendas.
- Conduct background research on experts and help coordinate vetting for their participation in SWHR programs.
- Serve as a liaison to members of SWHR's science networks, including crafting program-related internal communications and handling meeting organization and logistics.
- Provide project management expertise and engage with science experts to ensure timely and efficient development of materials that achieve programmatic goals and objectives.
- Research and draft communications such as scientific articles, reports, blog posts, factsheets, toolkits, and social media relevant to SWHR's science programs.
- Represent SWHR at external meetings, as needed, while promoting SWHR's mission.
- Perform additional responsibilities as needed, such as providing program support and administrative support for general operations.

### QUALIFICATIONS

- Bachelor's degree in health/science field and at least 3 years of relevant work experience  
OR master's degree in health/science field and 1 year of relevant experience
- Excellent organizational and time management skills, with ability to handle multiple shifting priorities
- Ability to translate scientific and health content for a public audience (i.e., writing blogs, social media)
- Excellent oral and written communication skills, including editing skills
- Team player as well as ability to work independently
- Demonstrated interest in women's health preferred

**To Apply:** Submit a cover letter, resume, and a writing sample to [jobs@swhr.org](mailto:jobs@swhr.org). Please use the following format for the file name and subject line: "Last Name\_Programs Coordinator." 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 Washington, DC.