**POSITION DESCRIPTION**

**JOB TITLE:** **Science Programs Coordinator**

**STATUS: Exempt**

**REPORTS TO: Director, Science Programs**

**ORGANIZATION**

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.

Based in Washington, DC, SWHR is a national nonprofit organization and recognized leader with a mission to promote research on biological sex differences and improve women’s health through science, policy, and education. SWHR’s Science Programs identify research gaps and address unmet needs in diseases and conditions that disproportionately or differently affect women. Our programs convene and leverage the knowledge of our Science Networks – diverse groups of researchers, clinicians, patients, and other health care leaders with expertise in a specific disease or topic important to women’s health.

**POSITION SUMMARY**

SWHR seeks a full-time Science Programs Coordinator to support the planning and execution of the organization’s growing portfolio of science programs, which include closed roundtable convenings, public panels, interdisciplinary science working groups, and a wide array of deliverables, such as peer-reviewed papers, white papers, patient toolkits, health education materials, science blogs, and women’s health roadmaps. The Programs Coordinator performs cross-cutting functions that include implementing administrative and operational support plans for the science department and collaborating with other SWHR departments to successfully execute science program activities.

**ESSENTIAL RESPONSIBILITIES**

* Coordinate scheduling, event logistics, and agendas for the implementation of science programs (e.g., meetings, roundtables, panels, etc.); work with outside vendor where appropriate.
* Conduct background research on experts to help vet their participation in SWHR programs
* Serve as a central point of contact to external participants of SWHR’s Science Networks, including coordination of correspondence and ongoing engagement activities.
* Provide project management expertise and engage with science experts to ensure timely and efficient development of materials that achieve programmatic goals and objectives.
* Research content for reports, blog posts, factsheets, toolkits, and social media relevant to SWHR’s science programs; draft content for such products as needed.
* Assist with the development and design of materials to support programs and events (e.g., presentation slides, flyers, participant packets, event registration websites, etc.).
* Support the collection and analysis of data (e.g., participant surveys, electronic and event analytics, etc.) for program evaluation; assist with the creation of evaluation summaries and reports.
* Perform additional responsibilities as needed, such as providing program support and administrative support for general operations.

**QUALIFICATIONS**

* 1-3 years of relevant administrative and/or project management work experience.
* Bachelor’s degree in health/science, science policy, science communications, or other related field.
* Special interest in women’s health preferred.
* Excellent organizational and time management skills.
* Ability to handle multiple shifting priorities and meet deadlines.
* Excellent written communication and editing skills, with strong attention to detail.
* Ability to translate scientific and health content for a public audience (i.e., writing blogs, social media).
* Creative, willing to make innovative suggestions, and receptive to feedback.
* Team player as well as ability to work independently.

**To Apply:** Submit a cover letter, resume, and a writing sample to [science@swhr.org](mailto:science@swhr.org). Please use the following format for the file name and subject line: “Programs Coordinator - Last Name.” 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.