

Associate Project Manager

Description

This entry-level position provides an opportunity to educate patients globally. You will be working for the non-profit CISCRP whose mission is to promote greater understanding and awareness of the clinical research process, and the role it plays in public health. Expect the work to be rewarding but also challenging.

You will work with our clients to support projects that will keep study participants updated about the progress of their clinical trial. This requires careful planning to complete projects for multinational clinical trials within timelines defined by government regulations; outstanding communication skills in working with CISCRP staff and with our clients; and the ability to be always responsive, polite and helpful.

Job responsibilities include the following:

- Provides support for active accounts across multiple senior project managers
- Execution of active communicating trial results project activities including:
 - Drafting, reviewing and proofing 'Thank You' cards and communication materials
 - Prepares project budgets and timelines
 - Manages timely and responsive communication of project activity with client project teams by email and phone
 - Incorporating reviewer comments
 - Coordinating graphic design and production
 - Requesting project quotes from vendors
 - Preparing instructions (e.g., print/mail instructions for mailing house)
 - Troubleshooting production and distribution of project deliverables
 - Attending and recording client, vendor, internal, or other meetings
 - Posting patient-facing materials on CISCRP.org website per instructions
- Assists project teams with outreach and recruitment of CISCRP Editorial Panel reviewers
- Utilizes project management software to track project status and report on project metrics

After 1 year+ this role will assume additional responsibility:

- Manages and assists with vendor relations
- Coordinates scheduling and communication with CISCRP staff and external vendors to meet project timelines
- Assists with the execution of trial results summaries including:
 - Requesting project quotes from vendors

- Proofing editorial content
- Coordinates comments from document review by CISCRP Editorial Panels
- Coordinating and reviewing design and production
- Coordinating distribution of print and digital formats
- Assists in training and onboarding associate project managers

Qualifications and Education Requirements

- Entry level position, 1-2 years of experience coordinating projects in health communications, medical/regulatory writing, and/or clinical research studies preferred.
- Bachelor's degree preferred, ideally in journalism/communications, biological/medical sciences, or public health.

Preferred Skills

- Ability to develop and implement processes and procedures to improve project efficiencies.
- Ability to build and maintain relationships with external clients to manage project management timelines and budgets.
- Highly effective written and verbal communication and interpersonal skills.
- Understanding of editorial processes, working knowledge of drug development processes, and/or demonstrated ability to implement principles of plain language health communication is valuable.
- Ability to work extended hours to accomplish goals and meet timelines if needed.

To Apply

Send your resume to careers@ciscrp.org and reference job listing in subject line