



**Associate Project Manager**

**Reports to: Senior Manager, Account and Project Management**

**Job Type: Full Time 40 hours per week**

The Associate Project Manager is responsible for working with our clients to support projects that will keep study participants updated about the progress of their clinical trial in the Health Communication Services Department. This Position will be based in the CISCRP Boston, MA, office.

Job responsibilities include:

- 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

**Education and Experience:**

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

**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.