POSITION: Research Project Coordinator

Position Summary

The Research Project Coordinator position is a full time, salaried position with responsibility of various projects as assigned by the Research Project Manager and VP of Research and Strategic Partnerships. This role will support the FSR Research Department with FSR's scientific grant giving programs, FSR's research programs, and collaborations/projects that advance research within the sarcoidosis disease space.

Reports to Vice President of Research and Strategic Partnerships

Job Description

The Research Project Coordinator works closely with the Research Project Manager and VP of Strategic Partnerships in execution of all duties.

- Design and implement study awareness campaigns and recruitment materials in collaboration with FSR's research team, sponsors, and investigators.
- Manage research related meetings and correspondence, review content, and direct patient, physician, investigator, and industry outreach.
- Generate agendas, track meetings, and coordinate program development.
- Collect and disseminate data from the FSR Patient Registry.
- Assist in the development and preparation of study manuals, informed consent documents, data collection forms and other necessary documents for review by an Institutional Review Board and/or sponsors.
- Track and maintain research related accounting including recievables, payables, and invoices.
- Track and maintain research-related materials including study data, enrollment numbers, data quality monitoring, publications, submitted funding grants, and other scientific documents.
- Generate and maintain performance metrics for FSR Research Grants and Programs.
- Assist Research Team with design, communication, dissemination of research-focused patient education materials and investigator and community outreach.
- **Conduct additional duties and responsibilities as required by the organization.**

Qualities:

- Bachelors with preferred focus in biomedical sciences, trial management, and healthcare, or equivalent experience.
- Preferred knowledge of microbiology and rare diseases.
- Previous experience with clinical trials data capture systems (i.e., RedCap, Assessment, or others)
- Understanding of Patient, Investigator, and Clinician-Reported Registries
- Previous experience with clinical/translational research (at least 1 year highly preferred)

- Excellent communication and interpersonal skills.
- Ability to work well in a team environment and independently.
- Proficiency in Microsoft Programs (i.e., Word, PowerPoint, Excel)
- Ability to communicate effectively through verbal and written communication.
- Occasional travel, including international, as required.