



Coordinator for Science & Research Department Position Description

Location: Remote

Category: Full-time

Field: Non-profit, mission-driven organization

Reports to: Chief Scientific Officer

The Coordinator for the **Science and Research Department** will support the Chief Scientific Officer and the Director of Clinical Research & Data. This position is responsible for administrative, program, and project support for the Science & Research department. This role requires a high level of critical thinking, excellent time management, and professional communication skills.

About the Cholangiocarcinoma Foundation

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become a leading global resource in patient support, education, advocacy, and funding basic, clinical, and translational research. The organization's core values are patients first, collaboration, innovation, and urgency. The organization is virtual, with team members in several states.

RESPONSIBILITIES

- Perform specialized administrative duties required to support the Science & Research program areas, including the International Cholangiocarcinoma Research Network (ICRN), and the CCF Fellowship Program
- Provide calendar and meeting management for the CSO and Director of Research and Data
- Coordinate scientific meetings to include travel assistance, event planning, and attendee management
- Build and organize surveys in Survey Monkey
- Coordinate and manage all aspects of the research fellowship program
- Take and distribute minutes from all department meetings. Maintain organized notes and follow up on action items.
- Prepare PowerPoint presentations as directed
- Assist in developing and managing the department budget, board reports, etc.
- Manage the collection and maintenance of legal documents with scientific and research partners and ICRN members such as confidentiality agreements, MTAs, etc.

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- Manage all department projects through ASANA (project management)
- Coordinate collaborative efforts between departments to ensure timely completion of research and data projects
- Participate in and support other activities
- Manage participation, arrangements and agendas/itineraries for department staff at external conferences

SKILLS AND QUALIFICATIONS

- Bachelor's Degree or equivalent years of experience
- Proven experience as an assistant to senior management
- Health Science background preferred
- Knowledge of medical terminology preferred
- Knowledge of Asana or other project planning tools required
- A high degree of professionalism in dealing with diverse groups of people, including those from the medical and scientific arena
- Excellent verbal and written communication
- Ability to work virtually – this is a full-time, work-from-home position
- Ability to accomplish projects with little supervision
- A forward-looking thinker who actively seeks opportunities and proposes solutions
- Strong organizational and time management skills with exceptional attention to detail
- A professional and collaborative style with an ability to proactively take the initiative and manage multiple tasks/ projects simultaneously
- Strong proficiency in Microsoft Office applications (including presentations)
- Flexibility, adaptability, and openness to change
- Successful completion of background check

Compensation:

Salary Range: \$50,000 - \$58,000

Benefits: Health, Life, Disability Insurance, PTO, and 401(k) +Match

Location:

The Foundation is a virtual organization. Candidates must reside in the United States and be authorized to work in the United States. The selected candidate will be required to travel as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. Nothing in this

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job description alters an employee's at-will status and is meant only as a guide, not a contract of employment.

The Cholangiocarcinoma Foundation's policy provides equal opportunities without regard to race, color, religion, age, gender, sex, national origin, disability, veteran status, or any other characteristic protected by law.