

PROJECT COORDINATOR JOB DESCRIPTION

HYBRID WORK ENVIRONMENT: ALL employees are required to work onsite in our Columbia, Missouri office every Tuesday and Thursday. Remote work is allowed on most Mondays, Wednesdays, and Fridays. Candidates who live within a 3-hour driving radius of our office will be considered IF they are willing to commute to work in the office 5 days per month.

**Starting salary range: \$50-60k (will consider a small relocation fee for out of state applicants)
Please review the Required Qualifications below before applying. Thank you!**

*As a Project Administrator at FPIN, you will serve as a **generalist** supporting various projects across the organization. Some projects will require following well-documented protocols while others will require self-directed creative problem solving, planning, managing up, and resourcefulness. This full-time, exempt position reports to the Executive Director and works collaboratively with other team members and physician leader volunteers.*

***FPIN (Family Physicians Inquiries Network)** is a 25-year-old, national nonprofit medical society, academic consortium, and learning community committed to the purpose of improving the health of families across the globe. We do this by educating primary care clinicians in the core concepts of evidence-based medicine, guiding them through the development of rigorous scholarly works, and publishing manuscripts in prestigious medical journals including American Family Physician (AFP), Journal of the American Board of Family Medicine (JABFM), The Journal of Family Practice (JFP), and FPIN's own international journal, Evidence-Based Practice (EBP). FPIN's team member and volunteer culture has an impressive reputation achieving ranking in the Top 5% of Gallups Most Engaged Employees and winning the honor of the [2022 Kindness to Employees' Award](#).*

Responsibilities:

1. **First Objective: Manuscript Processing (HDAs & EBP)** **Time Spent - 20%**

Responsible for overseeing the day-to-day operations of our busiest scholarly writing project while also administratively supporting our international medical journal's Editor-in-Chief and Managing Editor. The goal of this accountability is to ensure efficiency and a smooth, welcoming, and supportive experience for our editors and authors alike.

- Process scholarly research manuscripts through our editorial management system
- Collaborate with physician leaders to improve the quality of services
- Maintain status spreadsheets
- Execute manuscript due date policies
- Compute the manuscript timeline report
- Process discontinuing members
- Configure scholarship reports
- Process copyedits and share with author teams
- Review and process plagiarism concerns in alignment with COPE (Commission on Publication Ethics) guidelines
- Work collaboratively with our global publisher Wolters Kluwer
- Copyediting quality assurance
- Distribute monthly subscriber data to our publisher
- Work with Managing Editor to plan features
- Oversee our journal's production timeline
- Executive tasks associated with planned events
- Provide other editorial assistant duties as assigned

2. Second Objective: Executive Support

Time Spent - 20%

Administratively supports our Executive Director with ongoing projects including, but not limited to:

- Board minutes
- Event plan execution
- Travel arrangements
- Staff liaison support to committees
- Document drafting
- Special projects
- Strategic planning project support
- Financial receipt collection
- Other duties to support executive projects as needed

3. Third Objective: Communications

Time Spent - 30%

Responsible for ensuring members receive integral communications.

- Update website banners monthly
- Oversee the front-end of the website and keep our content fresh, up to date, and relevant to our members
- Make interface recommendations within the constraints of our website platform
- Update and create website forms as needed
- Execute survey requests and deploy to members
- Market conference events
- Draft mass member emails for Executive Director and deploy
- Create quarterly membership newsletters for digital dissemination
- Reconcile financial receipts
- Executive tasks associated with planned events
- Support conferences
- Other membership department duties as assigned

SOFT SKILLS AND GENERAL CHARACTERISTICS NEEDED TO BE SUCCESSFUL IN THIS ROLE:

- Detail oriented
- Task oriented
- Strong relational and interpersonal skills
- Heart for service
- Comfort in a supportive role
- Good sense of humor
- Excellent communication skills
- Team player

REQUIRED QUALIFICATIONS:

- College degree OR 3 consecutive years of experience in a nonprofit, academic, or medical setting
- Live in or be willing to relocate to the community of Columbia, Missouri and work in our office every Tuesday & Thursday and additional days during conference and board meeting seasons. (Note: Candidates who live within a 3-hour driving radius of our office will be considered IF they are willing to commute to work in the office 5 days per month.)
- 3 years of **proficient** experience regularly using Microsoft Excel and Outlook

- Track record of **verifiable** success in past professional and/or academic experiences supported by reference checks and/or college GPA
- Willingness to complete a background check and other assessments.
- General comfort with modern technologies
- Excellent written communication
- Proofreading skills and experience
- Willingness to travel (3-12 nights per year)

BENEFITS & COMPENSATION:

- \$50-60k/annually commensurate with verified experience and references
- **Automatic** 401k contribution (3% of annual salary annually) – no matching required.
- Medical, dental, vision insurance or HRA (Health Reimbursement Arrangement)
- LSA – Lifestyle Savings Account to support overall health and wellbeing.
- Staff teambuilding events
- Qualified employer for [Public Service Student Loan Forgiveness](#)
- Ongoing professional development
- Paid vacation (5 days), wellness (11 days), and holidays (12 days)
- Ability to work remotely from home 3 days per week (**In-person attendance is needed Tuesdays & Thursdays in our Columbia, Missouri office to collaborate with our team**)

DIVERSITY STATEMENT:

The FPIN community embraces the charge of our aBIDE (accountability for Belonging, Inclusion, Diversity, and Equity) Committee, responsible for driving content that encourages health equity and antiracism through evidence-based medicine and ensuring we serve a diverse community of member programs. We are committed to the continual elevation our organizational culture and the work we produce by finding ways we can help better fulfill our core values.

Furthermore, FPIN holds a broad view of diversity, including life experiences, religion, race/gender, gender identity, age, sexual orientation, socio-economic status, and physical abilities. We believe that diversity and belonging work hand in hand to provide an authentic, collaborative environment and a compassionate culture that supports the professional development of every team member – staff and volunteer alike.



