



In every great nonprofit, there is inevitably a small group of dedicated people creating the magic behind the scene. This often requires that each team member wears multiple hats that change regularly to serve the various programs, projects, task forces, committees, and working groups for the community. Family Physicians Inquiries Network Consortium, Inc. (FPIN) is looking for that one special person to round out our team to support this important work.

FPIN (www.fpin.org) is a 25-year-old nonprofit organization based in Columbia, Missouri (this is not a remote position) dedicated to improving the health of communities through medical research and physician education. We work with over 165 residency programs, hospitals, and departments of family medicine in their pursuit to understand the latest research and produce scholarship.

We will consider relocation support (albeit small) for the right candidate.

SERIOUS CANDIDATES SHOULD SUBMIT A **COVER LETTER**

Our ideal candidate will be involved in, support, and/or coordinate various parts of the organization including, but not limited to:

Research and scholarship production:

- Medical editing - training will be provided
- Manuscript workflows for research papers
- Literature search support
- Devising clinical questions for authorship

Administrative support:

- Executive administrative support for all aspects of the inner-workings of the nonprofit
- Office support
- Errands
- Special Projects
- Drafting content to promote our work and mission
- Committee and task force support
- Member relations
- Member database support

Qualifications:

- Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint)
- Excellent references
- College degree. (Journalism or Public Health a plus)
- Great sense of humor
- Positive attitude
- Professional
- Team oriented
- Excellent verbal communications
- Well written
- Organized
- Professional
- Stellar attention-to-detail
- Creative
- Desire to make a difference
- Experience with medical terminology and/or biostatistics preferred, but not required
- Good with systems and protocols
- Highly intelligent

FPIN offers:

- Inclusive, supportive, and encouraging work environment
- Unparalleled opportunities to build up experience in the fields of public health, journalism, and business
- Paid Time Off
- Matching SIMPLE IRA retirement plan
- Medical Insurance/Health Reimbursement Arrangement
- Professional development opportunities
- Coaching and mentorship
- Paid travel (3-10 days per year)

Employees are strongly encouraged to be vaccinated for COVID-19 due to periodic travel to health centers.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.