



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 two decade+ nonprofit organization dedicated to improving the health of communities through medical research and physician education.

COVER LETTER REQUIRED

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

- Administrative support
- Manuscript workflows for research papers
- Website content
- Committee and task force support
- Communications
- Special projects
- Office support

Qualifications:

- Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint)
- Minimum 2 years business/work experience
- College degree (preferred). Preference to degrees in journalism, communications, public health, and business.
- Great sense of humor
- Positive attitude
- Professional
- Team oriented
- Excellent verbal communications
- Well written
- Organized
- Unparalleled attention-to-detail
- Creative
- Desire to make a difference

FPIN offers:

- Inclusive, supportive, and encouraging work environment
- Paid Time Off
- Matching SIMPLE IRA retirement plan
- Medical Insurance/Health Reimbursement Arrangement
- 4:1 work schedule (**4 days in the Columbia, Missouri office**, 1 day remote after training period)
- Professional development opportunities
- Coaching and mentorship
- Paid travel (3-10 days per year)
- Salary commensurate with experience - \$35k-\$48k plus small outcomes based annual bonus

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

Please submit resume **AND COVER LETTER** letting us know why you are interested in a career with FPIN to lushawna@fpin.org