



## **Clinical Trial Coordinator**

### **Job Description:**

The Progeria Research Foundation is a busy, growing non-profit organization located in Peabody, MA that seeks a full-time, highly motivated, organized team player as our Clinical Trial Coordinator. This position works with trial site coordinators from participating Boston hospitals and handles all the travel logistics for children with Progeria and their families who come from all over the world to participate in clinical drug trials at Boston Children's Hospital, and assists our Patient Programs Coordinator with a variety of tasks related to additional Progeria studies or programs.

The successful candidate must be energetic and enjoy working within a small environment (15 employees) that is mission-driven and result-driven. The ideal candidate must have a demonstrated capacity to multi-task, have excellent verbal and written communication skills, be able to exercise good judgment in a variety of situations, problem solve independently, have strong administrative and organizational skills, and maintain a balance among multiple priorities.

The Progeria Research Foundation (PRF) is the only organization in the world dedicated to discovering treatments and the cure for Progeria and its aging-related disorders, including heart disease, through medical research, outreach and education. Progeria is a rare, fatal “rapid-aging” disease that afflicts children worldwide who, without treatment, die of heart disease at an average age of 14.6 years. Please visit our website to learn more about Progeria and PRF at [www.progeriaresearch.org](http://www.progeriaresearch.org). Be part of our exciting mission to find the cure for these inspiring children!

### **Roles and Responsibilities:**

This role is the point person between trial site coordinators at Boston hospitals and our families.

- Communicate with families for trial-related logistics matters (much of this work requires use of telephone interpretation services to facilitate)
- Arrange for passports, visas (as necessary), travel, lodging, volunteer translators, and airport pick-ups for families participating in clinical drug trials at Boston Children's Hospital
- Pick families up at airport and transport to Boston area hotel, when necessary. Families arrive on Saturday or Sunday typically.
- Work and communicate with clinical trial team from participating Boston hospitals and other PRF programs.
- Schedule and attend photo shoots for visiting trial families
- Schedule and facilitate multiple semi-annual Group Family Zoom calls, with participants from various time zones, speaking various languages
- Work closely with PRF staff members to secure photographs, videos, and additional materials from families to contribute to event planning and seasonal mailings, as needed Track inquiries from potential new patients



- Communicate with inquirers writing in to the Clinical Trials Facebook page. Gather necessary information to pass on Patient Programs Coordinator and Medical Director
- Input new patient and physician information from Registry forms to PRF's online Donor Perfect Database
- Create Status Sheets for potential new patients from Registry forms
- Provide monthly updates to PRF's Living Child/Adult List
- Be the back-up person for calls between Medical Director and families or physicians (Introductory Calls, Cell and Tissue Bank and Medical and Research Database Program Consenting Calls, Trial Calls, etc).
- Assist in preparing notes, status sheets, or forms needed for call types listed above
- Manage calling cards for PRF, Medical Director, and Clinical Trial personnel
- Track distribution of Clinical Care Handbooks
- Assist with filing and record keeping, as needed
- Assist with audit preparation, as needed

#### **Additional responsibilities:**

- Fill in as back-up for Medical Director's scheduler, maintaining busy appointment calendar and (post-COVID) travel schedule
- Arrange travel for Medical Director and Executive Director
- Help PRF staff members with additional ongoing projects, as needed

This role requires some weekends/nights, a valid driver's license and a reliable car

#### **Qualifications:**

Excellent problem solving, organizational, people and phone skills; advanced computer proficiency, including Microsoft Office Suite and Outlook; a self-starter with attention to detail; initiative, follow-through, flexibility and willingness to learn; ability to work with confidential patient information and interact with families of children with Progeria, clinical trial team members, donors, board members and other volunteers.

Experience with international travel planning, different cultures and assisting high-level corporate or non-profit leaders a plus. Preference given to candidates with experience in non-profit setting or the travel industry. Bachelor's degree and 3+years administrative support experience required.

Please include a cover letter with your resume.