



## **Program Coordinator**

**Full-Time / Exempt**

**Salary:** \$52,000 - \$57,000

**Location:** Houston, TX/Remote - Houston, TX is preferred, other locations will be considered based on experience

**Travel Expectation:** Up to 20%

**Report to:** Chief Scientific Officer

The Kidney Cancer Association (KCA) is a global non-profit organization dedicated to improving the quality of care and increasing the survival of individuals affected by kidney cancer. For the past two years, KCA has been actively implementing programs to support and educate cancer patients, caregivers, and healthcare professionals. This is an exciting time at the KCA, and we are seeking to grow our team with an enthusiastic candidate looking to make a real difference.

The KCA seeks a Program Coordinator to join the Health Care Professionals (HCP) team. Reporting to the Chief Scientific Officer, the Program Coordinator will assist in the day-to-day operations of the KCA's HCP initiatives, in addition to supporting partnership development and growth. This is an ideal role for someone who has administrative, program, and events experience.

### **Responsibilities**

#### Health Care Professionals (HCP), Research and Patient Programs Support (50%)

- Provide administrative, clerical, and project management support to the Chief Scientific Officer (CSO) for current and new HCP initiatives
- Coordinate day-to-day operations for initiatives such as Data Federation, Clinical Partner Network, and Women in RCC, which involve setting up meetings, mailing resources, managing timelines, responding to email inquiries, and stakeholder management
- Assist the CSO in the management of the Grant Program, including setting up new cycle on the management platform (Swoogo), keeping track of assigned grants, new assignments, no-cost extensions, grant deliverables, and payments.
- Arrange and participate in meetings and draft meeting reports and recaps
- Assist in preparing periodic reports and records on initiative activities, progress, or other special reports for management or external entities
- Perform other essential tasks and duties required of the position to support the CSO as needed

#### Symposia Support (40%)

- Help coordinate external events (booth, registration, swag, shipments, etc) for member of the team in attendance, help with manning KCA booth if necessary
- Serve as internal coordinator and liaison to event management vendor overseeing KCA's flagship International Kidney Cancer Symposium (IKCS) in North America and Europe
- Maintain event management platform (Swoogo)
- Attend meetings with symposium vendors

- Assist in managing the Scientific Planning Committees for IKCS North America and IKCS Europe
- Work with event management, accreditation partners, and Medical Steering Committee to finalize symposium agendas
- Coordinate Merit and KCA awards at conferences
- Use Wordpress to update kidneycancer.org regularly with event information and content (photos, videos, etc)
- Attend site visits for future symposium planning

#### Internal Management and Organization Support (10%)

- Coordinate with the Sr. Communications Director to implement the ongoing HCP communications plan, including print, email, social media, promotions and advertising, and website updates
- Develop collaterals, documents, and presentations to support the growth of HCP initiatives

#### **Education and Experience Required**

- BA or BS degree required
- 2-4 years of administrative or project management experience required
- Experience utilizing Event Management or Customer Relationship Management software and applications required
- Demonstrated excellent written and oral communication skills
- Ability to multitask, keep track of multiple projects/activities, follow up, and complete tasks in a timely manner
- Ability to work with flexibility, efficiency, enthusiasm, and diplomacy, both individually and as part of a team effort in a fast-paced work environment
- Experience with Excel and Smartsheets preferred
- Background in health care is a plus
- Experience with social media is a plus
- Demonstrated passion for supporting the health care community

#### **About The Kidney Cancer Association**

The Kidney Cancer Association is a global community dedicated to serving and empowering patients and caregivers, and leading change through advocacy, research, and education to be the universal leader in finding the cure for kidney cancer. Founded in 1990 by Eugene P. Schonfeld and a small group of patients and doctors in Chicago, Illinois, the KCA has grown into an international non-profit organization based in Houston, Texas. The KCA promotes scientific advances through two annual research symposia and a robust grant program, participates in legislative advocacy, and seeks to be a source of education and resources for patients, caregivers, and anyone impacted by kidney cancer.

Interested candidates should submit resume to [careers@kidneycancer.org](mailto:careers@kidneycancer.org) with the subject line "Program Coordinator Application - [Your Full Name]."