

MIT Job Description

Program Overview

MIT's Center for Biomedical Innovation (CBI) improves global health through collaboration by bringing together stakeholders from the biomedical industry, government, and academia. CBI is home to the Biomanufacturing Consortium (BioMAN), the Consortium on Adventitious Agent Contamination in Biomanufacturing (CAACB), and sponsored research projects. CBI provides a safe haven where industry, academia, and government collaboratively address challenges in manufacturing, delivery, and access to biologics through focused events and projects that address key challenges in biomanufacturing.

Position Overview:

The Project Coordinator will support day-to-day operational aspects of multiple research projects including scheduling team meetings, preparing agendas, producing minutes, following up with team members on next step activities and compiling project reports. The Coordinator will assist in the preparation of plans and materials for periodic research seminars and workshops. As needed, they will provide assistance with event registration, logistical arrangements, follow-up with participants on post-event evaluations, and other duties. This is a dynamic and ever-changing environment, and applicant will have the flexibility to work with shifting priorities and evolving teams.

Principal Duties and Responsibilities (Essential Functions):**

The candidate for this position will perform the following essential functions:

Project coordinator duties (70%):

- Assist the Assistant Director and Technical Project Managers in operation of CBI's portfolio of projects.
- Support the development and implementation of detailed project plans to monitor and track progress.
- Monitor and track project timelines; help project teams take action and work with others to meet objectives and deadlines.
- Support teams to plan, organize, and prioritize project plans/schedules/deliverables for work streams, managing competing priorities. Track key project metrics.
- Attend Group Meetings, write and disseminate meeting minutes.
- Follow up on tasks as assigned and support team members in completion of their tasks

Administrative Operations (20%):

- Draft and edit correspondence, communications, presentations, and other documents; prepare required project documentation and reports.
- Create and edit software/spreadsheets to track activities.
- Research background information using multiple sources on relevant topics.
- Schedule project group meetings.

Event Management (10%):

- Assist in planning and coordinating workshops and research seminars including speaker recruitment, preparation of agenda, creating and distributing event listings across multiple media, and managing recording and dissemination of output.

Supervision Received:

CBI's Assistant Director will supervise the Project Coordinator.

Supervision Exercised:

No supervision (hire/fire decisions) required.

Qualifications & Skills:**REQUIRED:**

- Minimum of Bachelor's degree and 2 years related project management experience
- Exceptional interpersonal, organizational, time management, and project management skills
- Excellent oral and written communications skills especially grammar and proofreading; able to create and share deliverable instructions in a clear and concise manner
- Able to thrive in a dynamic, fast paced, and innovative environment
- Ability to handle confidential information with tact
- Proven success working both independently and within a dynamic and closely-knit team environment
- Self-motivated, well-organized, and attentive to detail
- Ability to think strategically, set priorities and coordinate multiple tasks, exert influence, negotiate, work across boundaries, meet competing deadlines, and deliver results
- Experience using MS Office; ability and willingness to learn new programs
- Will be a high-level contributor, will take ownership of work, following up on all action items, and will deliver high quality results meeting deadlines
- Experience working in a multi-stakeholder/consortium environment with diverse backgrounds and cultures a plus
- Background in healthcare and/or Pharmaceutical R&D area a plus