Program Assistant Position Available

TITLE: Program Assistant
SALARY: Commensurate with experience and training; excellent benefits

JOB DESCRIPTION
The Program Assistant will provide assistance to Gynuity program staff on a range of research projects related to women’s reproductive health issues, including postpartum hemorrhage, contraception, and medical abortion. The program assistant must be highly organized with the ability to work both independently and as part of a team. We seek a flexible, open-minded individual with a strong commitment to women’s reproductive health issues, especially safe abortion care.

RESPONSIBILITIES
1. Provide administrative backup and technical assistance to all study team members, and general administrative support as assigned.
2. Backstop program staff in coordination of study sites (coordinate IRB approvals, maintain inventory of study supplies at sites).
3. Assist in preparing materials for trainings for new study sites (formatting PowerPoint presentations, assembling study binders and participant folders).
4. Assist in editing documents, manuscripts, and research tools.
5. Produce graphics, tables, and spreadsheets for publication and presentation.
6. Conduct library searches/literature reviews as needed.
7. Create databases, and enter and clean data.
8. Query study forms from sites, and follow up queries with site staff.
9. Assist with meeting planning and travel arrangements.

QUALIFICATIONS
1. Minimum two years’ relevant work experience.
2. Thorough knowledge of Powerpoint, Microsoft Excel and Microsoft Word. Experience with SPSS a plus.
3. B.A. in related area.
4. Excellent writing and proofreading skills.
5. French language skills preferred, including reading and writing ability.
6. Strong organizational skills and quick learner. Ability to juggle many tasks, and prioritize accordingly.

ABOUT Gynuity Health Projects:
Gynuity Health Projects is a research and technical assistance organization dedicated to the idea that all people should have access to the fruits of medical science and reproductive technology development. We focus primarily on resource-poor environments, underserved populations, and challenging subjects. To this end, Gynuity works globally to ensure that reproductive health technologies are widely available, provided in the context of high-quality services, and offered in a way that recognizes the dignity and autonomy of each individual. We conduct clinical, service delivery, and social science research on a range of reproductive health technologies. We also provide technical assistance on ways to improve services and service-delivery options.

Please submit Resume and Cover Letter with salary requirements to:
Email: jobs@gynuity.org
Fax: 1-212-448-1260
Mail: Gynuity Health Projects, Attn: Jobs@Gynuity, 15 East 26th Street, #801 New York, NY 10010
Please note that ONLY qualified applicants will be contacted.