

Job Title	Operations Coordinator, BrainFutures
Reports To	Director of Program Operations, BrainFutures

About BrainFutures

BrainFutures is a national nonprofit dedicated to improving human outcomes by assessing and advancing the practical applications of new scientific understanding of the brain. By providing objective evidence-based information about what works and clearing policy and practice pathways, we aim to maximize human potential and ameliorate pressing social challenges. Recent projects include a [guide](#) to youth executive function interventions and a series of issue briefs on [psychedelic-assisted therapy](#).

Job Purpose

The Operations Coordinator supports all aspects of BrainFutures' programs and takes a leadership role in the organization's communications. Responsibilities will range from coordinating with external partners and experts to writing effective, engaging content for a variety of media. The successful candidate will be well-organized with strong writing skills and an interest or background in psychology and/or neuroscience. BrainFutures looks forward to welcoming the next member of this small but impactful team.

Duties and Responsibilities

Program Support:

- Support multistakeholder workgroups through:
 - Taking detailed notes at all work group meetings
 - Scheduling meetings and coordinating logistics
 - Developing status reports for both internal and external audiences
 - Researching and preparing briefing documents for stakeholders
- Coordinate special events, in collaboration with the Director of Program Operations
- Interface with external partners and contractors

Communications:

- Maintain social media presence
- Develop and implement audience engagement strategy through newsletters or other media
- Write content for website, blog, newsletter, and collaterals as needed

Database and Task Management:

- Track tasks in Asana
- Track donor and partner contacts in Salesforce and generate reports
- Assist with grant reporting and expenditure tracking

Other:

- Conduct research to understand scientific research on neuroscience, psychopharmacology, psychology, and related disciplines (i.e., to support the development of issue briefs)
- Track legislative activities around key brain science legislation
- Other administrative duties as assigned

Qualifications

- Detail-oriented
- Adaptable to the fast-moving culture of a startup nonprofit organization
- Work with a high degree of integrity
- Operate independently and meet deadlines in a remote work environment
- Translate cutting-edge scientific principles into commonly understood terms
- Knowledge of Asana and Salesforce strongly preferred
- Strong writing skills

Position Classification

Full time, nonexempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

General Conditions

- Monday through Friday 8:30am to 5pm
- Prolonged periods sitting at a desk and working on a computer
- Evening and weekend work will be required
- Reliable transportation
- Must be able to lift-up to 25 pounds at times

Location

A telecommuting opportunity within the United States will be considered. (Onsite offices are located in Lutherville, MD)

How to Apply

Send a cover letter noting your interest with salary requirements and resume to jobs@mhamd.org.

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