

## **Project Manager Mountain States Regional Genetics Network (MSRGN)**

Texas Health Institute (THI) is an independent, nonpartisan, nonprofit research and policy organization working to improve the health of communities across Texas and the United States. We are seeking applications for a Project Manager to manage and coordinate all programmatic activities for the Mountain States Regional Genetics Network (MSRGN), a federally funded project with the mission of increasing access to genetic services for underserved populations. Please visit [www.mountainstatesgenetics.org](http://www.mountainstatesgenetics.org) to learn more. The position requires a self-starter with strong analytical skills, an innovative and industrious approach to work.

### **Job Summary:**

- Partner with key stakeholders, other leaders, inside and outside the organization, and MSRGN management team to optimize and successfully execute MSRGN operations and activities.
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- Serve as point of contact for members and stakeholders, other Regional Genetics Networks (RGNs), and the National Coordinating Center for the RGNs
- Submit progress reports and performance reports to funders (HRSA)
- Help maintain MSRGN website and blog (training will be provided as needed)
- Prepare documents reporting status of MSRGN activities including: reports and presentations
- Support Steering Committee and other standing groups of the MSRGN

### **Required Skills and Experience:**

- Master's degree and at least 2 years' experience in project management and coordination;
- Excellent verbal and written communication skills;
- Strong project management and organizational skills,
- Skills in all Microsoft Office applications, including Word, Excel and PowerPoint and hosting webinars.

### **Preferred Skills and Experience**

- Masters degree in genetic counseling, genetics, or public health with a background in genetics highly preferred;
- Experience working with, reporting on, and applying for federal grants a plus;
- Experience developing content for website and social media is a plus.

Application deadline is November 8, 2017. Preferred position start date would be on or before December 1, 2017. Salary based on experience.

If interested, please fill out attached THI application form and copy of your most updated resume to Sherry Wilkie at [swilkie@texashealthinstitute.org](mailto:swilkie@texashealthinstitute.org).