

**Global Genomic Medicine Collaborative
Project Manager, International Hundred K+ Cohorts Consortium (IHCC)
contract position, hourly, 20% FTE, 8 hrs/week**

The Global Genomic Medicine Collaborative (G2MC - <http://g2mc.org>) is hiring a part-time Project Manager to work with the International HundredK+ Cohorts Consortium (IHCC) Program Team to implement the activities of the IHCC (<https://IHCCGlobal.org>) - specifically providing support to the identified working groups described. The G2MC Secretariat has its headquarters in Durham, NC; relocation is not required as the G2MC is a virtual global organization. This position is expected to be conducted remotely.

The IHCC project manager will report to the IHCC Associate Director and work directly with IHCC Program manager and other support staff. This position will have close interaction with and direction from the Leads of the IHCC Working Groups identified below, and interact with the IHCC Scientific Steering Committee and IHCC member cohorts.

Work Performed

The IHCC project manager will generally provide the following support to the identified working groups, in addition to the items listed specifically for each working group. Knowledge of genomics, policy and education is desired:

General Project Manager responsibilities:

- Ensure Communication to Working Group members on behalf of the Leads
- Schedule / convene working group members on a regular basis, prepare agendas for Lead approval, prepare meeting minutes, and follow up on action items
- Research and prepare information for proposed working group projects
- Engage in regular contact and regular teleconferences with IHCC Secretariat members for coordination of work across working groups
- Support activities required for working group preparations for workshops, steering committee meetings and annual summits

Working Group specific responsibilities:

Policies & Systems Working Group (<https://ihccglobal.org/teamc/>)

- Develop a policy agenda to facilitate and optimize the impact of assembling cohorts; address challenges and identify common needs. By: 1. Assessing external policy and system level needs, gaps, and challenges and design activities to address identified needs. 2. Coordinating with other working groups to address policy and systems level needs related to science challenges. 3. Ensuring IHCC is promoting good work of other groups (e.g., GA4GH, GDPR, G2MC, FAIR Principles)

Education, Training & Capacity Development Working Group (<https://ihccglobal.org/teamd/>)

- Making it possible for ALL cohorts to contribute to IHCC science challenges through collaboration enhancement, training, education, and knowledge sharing. By: 1. Assessing cohort workforce capabilities and competencies and design activities to address identified needs. 2. Coordinating with other working groups to address workforce needs related to scientific challenges. 3. Training the next generation of cohort leaders.

Education/Experience:

Work requires analytical, communications, writing, and organizational skills generally acquired through completion of a Master's degree program or equivalent experience, and experience in program administration and project management to acquire skills necessary to coordinate a variety of activities.

Experience and knowledge of research cohorts, genetics and genomics research highly preferred. Experience and knowledge gained from working with international projects is highly desired, as is grant writing expertise.

Flexibility in schedule to allow for scheduling of international conference calls (early morning or late evening) required.

Salary or Hourly rate commensurate with experience.

Job duties may include international travel for the Annual Summit (post COVID-19 Pandemic).

Please send resumes and cover letter to:
Tejinder Rakhra-Burris, MA
G2MC-HR@g2mc.org

G2MC is a not-for-profit corporation (501c3) established to create a community of global leaders dedicated to advancing genomic medicine implementation in clinical care. G2MC headquarters in Durham, NC but operates internationally with leadership and membership around the globe.

G2MC's vision, *realizing the full potential of genomic medicine worldwide to improve individual and population health* is implemented through the following mission:

- To identify barriers and solutions
- To lead and develop programs, and
- To leverage worldwide expertise that brings genomic medicine to low resource settings globally through education programs, policy influence, and implementation science.

G2MC Core Values and Guiding Principles:

- *Integrity and Excellence:* By working together honestly and passionately with all stakeholders, we aim to achieve the highest levels of excellence and to be a trusted and authoritative genomic medicine implementation organization.
- *Community of Collaboration:* To achieve excellence and advance our mission, through partnerships and collaboration we will cultivate enduring relationships with peoples and groups aspiring to implement genomic medicine across the globe.
- *Sharing and Accessibility:* We will implement and encourage the dissemination of information and two-way exchange of ideas, while enabling access to genomic medicine resources available within our organization and community.
- *Empowerment of Individuals and Communities:* Through training, education, and support of young investigators, we will continuously engage and provide guidance to global communities and the workforce of tomorrow.
- *Equity, Diversity and Inclusion:* We will enrich our organization by focusing on a culture that values and respects diversity, inclusion, and equity in everything we do.

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