



Project Associate (Program Management)

IndoUSrare is a non-profit 501(C)(3) public charity organization on a mission to accelerate affordable orphan therapies for rare diseases by catalyzing cross-border collaborations between stakeholders of rare disease in India, the US, and globally.

The selected candidate will be part of the IndoUSrare program management team and will provide organizational and management support to current programs and activities. S/He will be a team player with excellent communication skills oral, written, virtual, or in-person. The successful candidate will be service oriented motivated to help patients and families with informational resources and connections.

Required Qualification:

- Bachelor's or Master's Degree in Arts, Healthcare communications, Science, Technology, or related field from a recognized university

Desired experience and qualifications:

- At least two years of work experience in the industry in project coordinator or management
- Experience as a social media editor for business accounts on most professional social channels

Brief Job Description:

The candidate will be on an annual appointment and will be responsible for:

- Assistance in the overall management of the organization's programs including financial management, communication, event organization, and record-keeping
- Content development and management of website, program collateral, proposals
- Social media editing or communications
- Work with the board members, employees, and volunteers of IndoUSrare on all activities as needed

Duration and details:

- 1 year renewable annually based on performance and availability of funds
- Contract position

Remuneration: Competitive remuneration in the non-profit sector commensurate with qualifications and experience

Location: This is a 100% home based virtual position based in India or the US. Access to stable internet and a computer are required.

Applications can be emailed to admin@indousrare.org with a complete *Resume and Personal Statement*.

Position will remain open until filled.