Research Coordinator (Part-time)
Part-Time/Consultant (20-25 hours per week)
Compensation commensurate with experience
Remote (Eastern Time zone)

About AFAR

The American Federation for Aging Research (AFAR) is a national non-profit organization based in New York that supports and advances pioneering biomedical research that is revolutionizing how we can live healthier and longer. For nearly four decades, AFAR has served as the field’s talent incubator, providing more than $189 million to close to 4,300 investigators at premier research institutions nationwide. A trusted leader and strategist, AFAR also works with public and private funders to steer high quality grant programs and interdisciplinary research networks. AFAR-funded researchers are finding that modifying basic cellular processes can delay—or even prevent—many chronic diseases, often at the same time. They are discovering that it is never too late—or too early—to improve health. This groundbreaking science is paving the way for innovative new therapies that promise to improve and extend our quality of life—at any age. Learn more at www.afar.org or follow AFARorg on Twitter and Facebook

About the Initiative

AFAR leads multiple strategic initiatives including management and coordination of research projects. One of those projects is the Finding Aging Biomarkers by Searching existing Trials or FAST. The overall goal of FAST is to determine which targeted and omics-based biomarker approaches are feasible yet innovative enough to advance development of biomarkers for clinical trials in aging. This project aims to advance the pace of aging research and geroscience by using existing trials’ longitudinal biospecimen repositories to perform biomarker analysis across interventions to determine shared and unique changes with interventions that are mirrored in the underlying biology. During phase one of the project we plan to develop a large-scale partnership with existing academic research and clinical trials, engage a Scientific Advisory Board and build relationships with trial leaders.

About the Position

AFAR is seeking an experienced research professional who is comfortable building relationships with external partners and skilled at supporting large research projects that engage multiple stakeholders. The Research Coordinator will be responsible for providing operational direction and support for the Finding Aging Biomarkers by Searching existing Trials (FAST) strategic initiative. During phase one, this position will be primarily responsible for assembling the Scientific Advisory Board meetings while providing input on key teams/investigators/institutions FAST should be engaging with. A successful candidate will feel comfortable building external partnerships and experienced in developing research workflows with multiple investigators. Some proposal writing experience is preferred.

AFAR strongly believes in supporting the success of the entire team. This role will have the full support and access to AFAR leadership whenever needed. This position will report to the Manager of Strategic Partnerships and Initiatives. This role presents a unique opportunity to directly impact the future of
geroscience and be a part of a research initiative that will impact us all, as the scientific community continues to tackle the complexities of aging in new and innovative ways.

Key Functions:
- Serve as main point of contact for the study team locally and other entities as needed.
- Onboard all partner studies by working with their administrators.
- Communicate study-related issues and updates to investigators, sponsors, and committees, in a timely fashion.
- Coordinate and participate in study committees and subcommittees.
- Provide support on maintaining study timelines and sponsor commitments.
- Identify and escalate issues appropriately to the study leaders.
- Develop and implement standard operating procedures and methods of procedures under the guidance of the study investigators.

Skills and qualifications:
- Outstanding interpersonal skills as well as verbal and written communication skills to communicate effectively.
- Demonstrate expertise, knowledge & experience in coordination of clinical research with multiple stakeholders.
- Outstanding organizational skills and the ability to effectively plan for the timely successful completion or short- and long-term objectives.

Education and Experience:
- Bachelor or master’s degree in a relevant discipline such as Health Administration, Research Administration, Business, Biology or other STEM degree.
- Three years of clinical trial management experience with FDA regulated studies preferred.
- Familiarity with institutional and governmental & FDA regulations and guidelines related to clinical research preferred.
- Experience coordinating cross institutional agreements including data sharing and grant agreements, strongly preferred.

To Apply:
Email resume and cover letter as PDF or Word attachments to info@afar.org with the subject; Application: [Name] Research Coordinator Position. No phone calls please.

AFAR is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.