

## Project Coordinator Job Description

African Strategies for African Pathology (ASAP) is a non-profit organization focused on increasing and improving access to diagnostic pathology and laboratory medicine in sub-Saharan Africa and other regions of the world that currently lack access to these services. ASAP brings together experts from across the globe to work on this common vision, including individuals with expertise and interest in histopathology, cytopathology, medical microbiology, infectious disease pathology, information management, public health advocacy, public health policy, laboratory management, and process improvement.

**Title:** ASAP Project Coordinator

**Classification:** Part Time (0.5 FTE / 20 hours per week)

**Start Date:** March 26, 2018 or soon after

**Basic Function:** Coordinates and monitors ASAP projects, provides research and analytical support and report writing

**Work Direction:** Works directly under the supervision of the ASAP Project Manager

**Salary:** \$15/hour

### Duties and Responsibilities:

- Coordinate ASAP activities and projects
- Perform data gathering and analysis
- Write summary reports of research findings
- Perform research to identify potential funding opportunities
- Provide administrative support as requested
- Provide assistance with online platforms such as Skype and Adobe Connect
- Develop and coordinate communication efforts including social media platforms
- Assist with writing quarterly, annual, and *ad hoc* reports
- Attend bi-weekly coordination in-person meetings and organize frequent virtual meetings with ASAP members
- Perform other duties as assigned

### Qualifications & Position Requirements:

- Ability to work independently after being given instruction
  - Ability to work remotely
  - Ability to develop and implement priorities
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- Ability to perform searches for information using internet-based and library resources
- Ability to communicate effectively verbally and written
- Ability to use computers effectively, including proficiency with Microsoft Office products, Google programs, and social media
- Understanding of professional demeanor including ability to work as part of a team
- Experience in grant writing is preferred

**Education or Formal Training**

- Masters level student or graduate
- Experience or training in writing grant applications

If interested, please email us at [pathologyinafrica@gmail.com](mailto:pathologyinafrica@gmail.com).

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