

**Project Coordinator  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=239540>

Downloaded On: Dec. 21, 2024 12:16am

Posted Jul. 12, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Project Coordinator
<b>Department</b>	Friedman School of Nutrition
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Sciences - General
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20693?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20693?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The [Food Systems for Nutrition Innovation Labs](#) is a USAID grant-funded research and capacity-building project at Tufts University. This is a five-year award, which began in September 2021. The Innovation Lab is made up of over 20 partners and collaborators globally and is managed by a team of researchers at the Tufts Friedman School of Nutrition Science and Policy.

## What You'll Do

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We are looking for a proactive Project Coordinator who will provide high-level administrative support and coordination to the Feed the Future Food Systems for Nutrition Innovation Lab (FSN-IL) and other Associate Awards. The Project Coordinator will be the first line of contact for the team, sub-awardees, and all other stakeholders collaborating with the project. This position will be responsible for the below:

- Day-to-day operations
- Scheduling and organizing events (including Expert Advisory Board meetings, team meetings, webinars, symposia, and workshops for domestic and international collaborators and staff)
- Assisting in updating and maintaining extensive information related to training and federal reporting
- Participating in the preparation of digital and print materials to be utilized in programming
- Preparation of all reports
- Maintain and update the website content in collaboration with the Communications Specialist

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 3 years of administrative experience, OR a high school diploma or GED, plus at least 8 years of administrative experience.
- Requires proficiency with MS Office Suite, Qualtrics, and Canva.
- Excellent organizational skills and interpersonal skills

#### Preferred Qualifications:

- Experience in higher education, health research, or similar
- Communicates effectively
- Ability to handle multiple concurrent tasks
- Accountable and able to meet deadlines
- Pays strong attention to detail
- Customer service oriented
- Experienced working within diverse communities
- Self-directed

### Pay Range



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Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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