

## WellnessWorks Programs Assistant Coordinator (Clinical Research Assistant I)

**\*This is the most accurate job description. The job description on the [website](#) is more generic.\***

Position Title: Clinical Research Assistant I

Dates: May 1st, 2022-June 22nd, 2024

Organization: Beth Israel Deaconess Medical Center

Hours per Week: 20

Department: Neurology

Work Schedule: M-F (flexible hours)

### **Overview:**

WellnessWorks, a program within the Neurology Department of Beth Israel Deaconess Medical Center, is looking for an Assistant Coordinator. Our center is proud to be on the leading edge, not only in diagnosis and treatment of Parkinson's and similar illnesses, but in providing new ways to help patients manage their diseases. WellnessWorks provides exercise programs, educational events, and groups programs specially curated for patients with Parkinson's Disease and their care partners. We believe that wellness is holistic and hope to provide a plethora of resources to all individuals with Parkinson's Disease and similar illnesses. Our Assistant Coordinator will gain hands-on experience supporting wellness programs within a premiere hospital. The Assistant Coordinator oversees the daily operations of WellnessWorks including communicating with instructors, maintaining registration for exercise, group, and educational programs, and managing groups, events, and grants.

### **Responsibilities include:\***

- Regular communication with patients and instructors, in addition to maintaining enrollment, registration, and payment for all exercise programs, three support groups, and one-off events.
- Plan lectures, workshops, and small series of Parkinson's related events. This includes recruitment/advertisement, event logistics, production, and post-event feedback.
- Increase exercise program participation through marketing campaigns on social media, the internet, and in-person
- Research and write grants to obtain funding for innovative Parkinson's programming
- Supporting the successful functioning of grant programs. This includes project planning, creating timelines, handling payments, planning participant meetings, taking notes, and communicating with stakeholders about events, and evaluating grant success.
- Conduct summary data analyses using excel to evaluate program effectiveness.
- Maintain WellnessWorks file infrastructure and complete file maintenance.

### **Qualifications:**

- Work collaboratively with others
- Work creatively, independently, problem solve, and multi-task
- Attention to detail, outstanding organization skills, and exemplary interpersonal communication skills.
- Has assisted in the development or hosting of events or programs in the past
- Basic proficiency in Microsoft Excel

For more information on WellnessWorks, please visit our [WellnessWorks website](#).

*(Please see next page for additional information.)*

## **WellnessWorks Programs Assistant Coordinator (Clinical Research Assistant I)**

Interested candidates can complete the online application ([here](#)) and send a cover letter and resume to Lissa Kapust, Coordinator of WellnessWorks, at [lkapust@bidmc.harvard.edu](mailto:lkapust@bidmc.harvard.edu). Please make the subject of the email “Assistant Coordinator Cover Letter and Resume\_ FIRST NAME LAST NAME”.

\*Responsibilities may change over time.