



Project Coordinator Responsibilities:

Reporting to the office of the COO, the Project Coordinator assists with daily project management activities including grants production, project schedule development, project budgets, project communication, status reporting and resource plan development. Specific responsibilities include:

- Identifying and/or following up on federal and private foundation funding opportunities.
- Establishing and maintaining a grant submission process, including whole-team discussions of proposal ideas for grant deadlines, the Intent to Submit a Grant Application Form, and internal review and approval of grant proposals.
- Developing a Gantt chart coordinating deadlines within established schedule constraints for all grant components, both internal and for collaborators, and following up with relevant parties to ensure deadlines are met.
- Initiating inter-institutional agreements and obtaining needed documents from subcontractors.
- Drafting, reviewing, and justifying project budgets with PM and PI.
- Preparing letters of intent, letters of support, cover letters, and other ancillary documents for PI, consultants, subcontractors, and other grant key personnel.
- Preparing and maintaining other support, biographical sketches, facilities and resources page, equipment page, etc. for PI and other grant key personnel.
- Editing proposals for readability, consistency, and format.
- Supporting PI and PM in submitting grant application packages through federal and private foundation funding mechanisms.
 - Assist PI and PM in establishing, coordinating, and overseeing project milestones, budgets, work plans, and data analysis and reports, as well as other daily project management activities.
 - Schedule and organize project update meetings, including:
 - , agendas, minutes, and follow-up communication.
 - Orally communicating in meetings, conversations, and presentations in a manner which is concise, clear, and professional.
 - IRB protocol submissions, approval, renewals, and close-outs for PI and Clinical Partners in coordination with the PM.
 - Provide research support (e.g., literature reviews) to the CEO, COO, Scientific Directors, and PM as needed.
 - Assist with production, editing, and submission of manuscripts for publication.
 - Provide support for conference management, including:
 - Drafting, reviewing, and submitting abstracts for conference papers, poster presentations, and/or oral presentations with PM and PI.
 - Drafting, reviewing, and organizing printing of posters for conference presentation within established schedule constraints, including printing hand outs for dissemination during poster sessions.

- Financial Conflict of Interest training, reporting, and documenting
- Support appropriate filing of documents, electronic and paper.
- Other duties as required.

Qualifications:

Bachelors degree in scientific discipline with a focus on immunology, protein peptide biochemistry, drug discovery or similar, and a minimum of 1 year related experience. Prior experience working in a lab including cell culture, flow cytometry, and ELISpot is a plus.

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