



TITLE: COORDINATOR, PFF Care Center Network

RELATIONSHIP: PFF Center Network, Manager

JOB LOCATION: Chicago, IL

DESCRIPTION OF DUTIES: The PFF Center Network (CCN) is a group of 68 medical centers with expertise in the treatment of interstitial lung disease (ILD). The Coordinator will be a primary point of contact for site personnel communications related to the CCN.

The PFF Registry currently consist of 42 participating sites enrolling over 2000 patients with PF. Registry 2.0 is expected to expand beyond that. The PFF currently has 6 members of the medical team consisting of 5 practicing physicians nationally known in the field of PF and the VP of Research and Programs.

Independently communicates **and guides** CCN/Registry site personnel to address issues, answer questions, and provide support related to the conduct of the project

- Respond to inquiries from site personnel in a professional, timely manner
- Perform duties related to management of sponsored grants for the CCN
- Assist Program team with coordination of patient education events at CCN sites
- Support the VP, Research and Programs, and PFF Center Network, Manager with the overall administration of the CCN which includes, but is not limited to:
 - Maintaining program files and contacts
 - Assisting with scheduling of meetings and trainings
 - Administering evaluation
 - Assist with development and implementation of CCN outreach and expansion, as directed by the PFF Center Network, Manager
- Leads complex-technical audit on contractual agreements
- Leads complex-technical audit center site reports
- Leads specific analysis projects utilizing unique judgment and skill
 - Maintain positive working relationships as a team player through problem solving issues, speaking positively about others, listening attentively and observing the rules and regulations per the PFF personnel handbook
 - Work well as a team member with positive and timely written and verbal communication, including sharing information, up, down and laterally
- Supports CMO and other medical team staff
 - Expense reporting
 - Travel arrangements
 - Scheduling meetings
- Work well as a team member with positive and timely written and verbal communication, including sharing information, up, down and laterally
- Support VP of Board and External Relations

POSITION QUALIFICATIONS:

- Minimum of Bachelor's Degree
- Superior self-management skills with the ability to prioritize multiple projects with a moderate level of supervision
- Strong organizational abilities
- High degree of creativity, energy, initiative, and attention to detail

- Sound decision making skills, reflecting effective establishing of priorities in a fast-paced environment with rapidly changing priorities
- Deadline driven, incorporating effective planning and time management strategies that support collaborative delivery of results
- Effective verbal and written communications skills, reflecting an understanding of the appropriate use of communication technologies and an appreciation that different audiences may require their own approach
- Comfortable multi-tasking in a matrix reporting structure
- Working knowledge of Microsoft Office, GoToMeeting, Zoom
- Proven experience working within complex database systems to manage information
- Previous experience involving research in a medical environment is desirable