Job Title: Project ECHO Coordinator  
Reports To: Executive Director  
Status: Full-Time  
Location: Open

About The Mast Cell Disease Society, Inc. (TMS): The Mast Cell Disease Society Inc. is dedicated to providing multi-faceted support to patients, families and medical professionals in our community and to leading the advancement of knowledge and research in mast cell diseases through education, advocacy and collaboration. For more information, please visit www.tmsforacure.org.

Role Summary:
Education is vital for success in meeting our mission at TMS. Clinical education is produced and delivered by multiple avenues including live and online learning, video, live and recorded education and support programs. The Project ECHO Coordinator is responsible for leading the overall programmatic delivery of our Mast Cell Disease TeleECHO program. An ideal candidate is an excellent project manager, creative problem solver and relationship builder. Attention to detail, communication, analytical and multi-project management skills and comfort with technology are essential skills.

Key Responsibilities:
Before TeleECHO Session
- Confirm didactic presenter(s)
- Confirm case presenters
- Finalize admin documents (agenda, conflict of interest, etc.)
- Prepare communication method of spokes (Zoom)
- Create iECHO clinic record for ECHO session

During TeleECHO Session
- Take attendance (register Zoom) (chat info)
- Record/track recommendations (not always necessary)
- Communicate with spokes in chat
- Technical assist as needed/share screen/meeting
- Time keeping for didactic

After TeleECHO Session
- Enter data in iECHO
- Send out recommendations
- Debrief team (what went well/what didn’t)
- Communicate updates with spokes and send resources

The Mast Cell Disease Society offers excellent benefits (Health, Dental, Vision, PTO). This is a flexible and remote opportunity.

If you believe you meet these requirements, and would like to become a part of our dedicated team, we’d like to meet you to talk about this diverse, highly-visible, hands-on position. Qualified candidates
please e-mail cover letter, resume, references and salary expectations by February 28, 2022 to careers@tmsforacure.org.

To learn more about The Mast Cell Disease Society visit our website at www.tmsforacure.org

We are an equal opportunity employer.