PYXISPARTNERS
PATHWAYS TO PROGRESS

Associate Project Manager

Pyxis Partners, a Washington, DC based health advocacy consulting firm, seeks an Associate Project Manager to join our team that supports the National Institutes of Health (NIH) *All of Us* Research Program. *All of Us* is a historic effort to gather data from one million or more people living in the United States to accelerate research and improve health. Our team's work is focused on ensuring that the *All of Us* participant community is reflective of the diversity of the U.S. We do this by reaching, educating and motivating communities historically underrepresented in biomedical research – directly and in partnership with key stakeholders and community influencers - to learn more about the program and enroll.

Specific responsibilities include:
As an Associate Project Manager you will be a motivated team player who is responsible for assisting in the management and administration of a variety of project tasks and deliverables associated with the *All of Us* Research Program, and other projects as assigned.

The successful candidate will possess a demonstrated ability to:

- Assist team members in the implementation of projects, including planning, collaborating with project workstream leaders and coordinating project activities.
- Facilitate meetings as necessary, contribute to project documentation, information collection, dissemination and reporting as needed.
- Assist the team in developing process improvements and project governance.
- Communicate clearly with peers internal and external to the organization.
- Display good judgement, analytical and collaborative problem-solving skills.
- Work successfully as part of a fast-paced team.
- Deliver high-quality work products with limited oversight.

Bachelor's Degree with at least 2 years of professional experience in project management or coordination. Strong preference for candidates that have worked with healthcare, government or non-profit organizations. Proficiency with Google Suite, data visualization tools and Microsoft Office products including, but not limited to MS Word, PowerPoint, Excel and SharePoint.

About Pyxis Partners
Pyxis Partners works at the intersection of policy, advocacy and engagement. We develop and advance creative solutions to define pathways to progress, anchored in a commitment to improving the lives of others, building communities up, and fueled by a collective passion for lifting the voice of those that have been underrepresented. We are a team of change agents, relentless advocates, creative problem solvers, trusted community connectors, skilled relationship developers and accomplished bridge builders.

Equal Opportunity Employment Statement
Pyxis Partners is an equal opportunity employer affording all employees and job applicants' fair and equal treatment. Pyxis Partners complies with the letter and spirit of all applicable federal, state, and local laws prohibiting employment discrimination, including discrimination based on race, age, color, gender, religion, national origin, marital status, family responsibilities, sexual orientation, veteran status and disabilities.

Type: Full-Time
Please send a cover letter and resume to: jobs@pyxispartners.co