



Drug Pricing Policy Program Coordinator

We are seeking a program coordinator to join a collaborative, interdisciplinary health policy research group that focuses on prescription drug utilization and policy. The Program On Regulation, Therapeutics, And Law (PORTAL) includes faculty researchers, analysts, and trainees from the fields of medicine, law, epidemiology, and health policy. The members of PORTAL develop and publish evidence related to issues related to use, cost, and regulation of prescription drug and other medical products. This work, which is published in peer-reviewed medical and health policy journals, is leveraged to promote thoughtful policies that support evidence-based, equitable, and cost-effective patient care. Our work is funded by grants and contracts from government and non-profit organizations. PORTAL is based within the Division of Pharmacoepidemiology and Pharmacoeconomics at Brigham and Women's Hospital and Harvard Medical School.

The role of the project coordinator will be to support the research team members, coordinate projects, manage interactions with funders and policy makers, and manage program staff and trainees. The project coordinator will be expected to actively participate in multiple projects related to prescription drug cost, use, and regulation. One example will be our work with the National State Academy of Health Policy (NASHP) to help advise and implement new state policies to improve prescription drug affordability.

Specific tasks will include:

- **Coordinating communication** between PORTAL and funders, policy makers, and collaborators, including scheduling and documenting meetings.
- **Drafting and editing materials** that summarize our work for relevant stakeholders, including presentation slides, memos, white papers, summaries for the lay press.
- Providing **administrative support** for projects, including management of institutional review board applications, grants, contracts, assessing deliverables, and preparing required reports for funders.
- **Supporting PORTAL team members** by ensuring that projects move efficiently toward completion and publication.
- **Establishing connections to federal and state legislators** and regulators to understand their current drug pricing policy priorities, develop ideas about impactful and responsive work PORTAL can undertake, and inform them about evidence that PORTAL has generated.

- Working with PORTAL team members to **summarize and disseminate published studies** to relevant policymakers and stakeholders at the federal and state level, including through meetings, presentations, memos, white papers, or Op-Eds.
- **Providing oversight and management** for PORTAL's trainees, students, and research assistants.

Required qualifications:

1. Masters' degree in a relevant field (e.g., MPH, MS, MPP) or at least 2 years of equivalent work experience.
2. Interest and experience with health policy, academic research, and writing.
3. Excellent organizational, problem-solving, and interpersonal skills.
4. Ability to effectively communicate both through writing and oral presentations.
5. Proficient in Microsoft Outlook, Word, Powerpoint, and Excel.
6. By Division policy, personal consulting relationships with pharmaceutical or medical device companies are prohibited while working at PORTAL or in the Division.

Preferred qualifications:

1. Experience analyzing and working with large data sets using statistical software (e.g. R, Stata, or SAS)
2. Experience working in a research environment and familiarity with manuscript publications and grants.
3. Management or leadership experience.

Those who are interested should apply online:

<https://partners.taleo.net/careersection/ex/jobdetail.ftl?job=3226914>

Applications will be reviewed on a rolling basis, preferred start date is as soon as possible.

Inquiries or other questions can be directed to Dr. Benjamin Rome at brome@bwh.harvard.edu.