



PLANTPURE
COMMUNITIES, INC.

PlantPureCommunities.org

Position: Program Coordinator

Supervisor: Dr. Michael Klaper, MMF Program Director / Caroline Dyar, PPC Executive Director

Hours: 40 hours/week (full time)

Location: U.S.-based remote / telework

Pay Rate: \$50,000 annual salary (with leave benefits)

Potential Start Date: February 2022

Submit Cover Letter, Resume and References: info@plantpurecommunities.org

Program Coordinator

The 501(c)(3) nonprofit organization [PlantPure Communities](http://PlantPureCommunities.org) (PPC) seeks a motivated Program Coordinator to work with Dr. Klaper and the Moving Medicine Forward Team to help promote awareness of plant-based nutrition's role in clinical settings and to help incorporate nutrition into medical education programs at medical schools across the country. The Program Coordinator will liaison with nutritionally-interested medical students, faculty and allied health professionals to help develop, implement and evaluate programs that highlight plant-based nutrition's unique role in helping reverse disease and restore health. The Program Coordinator will also support the communities associated with the [PPC Pod Network](#) to foster wider understanding and acceptance of plant-based nutrition at the local level. ([Click here](#) to find out more about PPC and MMF.)

Ideal candidates will have excellent communication skills, be familiar with providing ongoing community outreach and program management support, and feel comfortable working with a 100% remote team primarily using Gmail, Google Workspace, and Zoom video conferencing to collaborate.

Responsibilities:

- Work with Dr. Klaper and team to develop creative methods and strategies for facilitating the integration of nutrition into medical school curricula.
- Provide program management support
- Work with local Pod leaders who can coordinate and assist at events (post-Covid) at medical schools, e.g., plant-based pot-lucks & guest speakers, film showings, journal clubs, etc. Online versions of such events will also likely be presented.
- Prioritize tasks, streamline processes, and identify and resolve problems
- Coordinate logistical arrangements for Dr. Klaper's speaking engagements
- Organize, promote, and host virtual events, and maintain communication with attendees
- Represent and promote MMF at various events (primarily virtual/online)
- Build and maintain collaborative relationships with medical students, medical professionals, college students, professors, administrators, and local community groups (Pods)
- Interview prospective group leaders
- Develop supportive resources for students and community groups to help engage students, faculty, and other collaborators.

- Contribute to the development of infographics, graphic designs, and promotional materials
- Assist in identifying funding resources and in developing funding strategies
- Write content for grants, reports, newsletters, promotional and other material related to the Initiative
- Report on the progress of current assignments via project management tools, as well as through communication with your direct reports

Required Qualifications:

- A bachelor's degree and two years of program management experience, or an equivalent combination of experience, education, and training
- Based in the U.S.
- Familiarity with structure of western medical systems - know the roles of attending physicians, residents, fellows, nurses, interns, medical students, pharmacists, dietitians, hospital administrators, state or regional medical boards, National Board of Medical Examiners, private practice vs. academic medicine, etc. Experience in interacting with the preceding health professionals is essential.
- Excellent communication skills and desire to learn new programs and skills
- Knowledge of the whole food, plant-based diet and the ability to articulate the benefits of the lifestyle
- Expert-level proficiency with Google Workspace products, specifically Docs and Sheets
- Familiarity with Zoom and consistent access to a quiet workspace with adequate lighting and a visually pleasing background for meetings and events

Preferred Experience/Skills:

- Leadership experience in a student group at a college or university
- Knowledge of how to effectively work with campus student organizations, or a background in grassroots organizing
- Experience using Salesforce for project and task management
- Experience creating written and video content for social media channels
- Fluency in Spanish