



Break Through Cancer: Administrative Coordinator

Break Through Cancer is a new foundation which empowers outstanding researchers and physicians to intercept, as well as find cures, for the deadliest cancers by stimulating radical collaboration. It represents a first-of-its-kind collaboration of five of the top cancer research centers in the world: Dana-Farber Cancer Institute, Johns Hopkins Sidney Kimmel Comprehensive Cancer Center, MIT's Koch Institute for Integrative Cancer Research, The University of Texas MD Anderson Cancer Center, and Memorial Sloan Kettering Cancer Center.

Break Through Cancer is focused initially on several of the world's deadliest cancers: glioblastoma, AML, ovarian, and pancreas cancers. These are diseases with poor prognoses for which progress has been very slow. We are looking beyond conventional therapies, utilizing new strategies, structures, and thinking from across disciplines, with the goal of enabling discoveries at an unprecedented pace. A key part of our strategy is to create technology and systems that make sharing data in real time frictionless. We believe that sophisticated computational infrastructure and analysis platforms are critical to support radical collaboration between academic institutions and between academia and industry.

Primary Responsibilities of the Administrative Coordinator

- Schedule virtual and in-person meetings with stakeholders from five cancer centers, industry, biotech, foundations, staff, Board and Board committees, Scientific Advisory Board (SAB), etc. Serve as liaison to executive assistants to the cancer center directors at the participating institutions.
- Provide administrative support for the Break Through Cancer team.
- Maintain systems (including filing) to ensure smooth office operations.
- Support Board and SAB activities, including updates to Board communications site, meeting minutes, bios, and drafting correspondence.
- Design and maintain room reservation system for Break Through Cancer's new office space.
- Make updates to the Break Through Cancer website.
- Assist in scheduling, planning, and staffing events, ordering event supplies, and communicating with participants.
- Manage travel arrangements, including preparation of itineraries, briefings, and expense reports.
- Other duties and responsibilities as assigned, including opportunities to get involved beyond your role.

Requirements

A minimum of three years of administrative experience or equivalent; bachelor's degree; ability to anticipate, prioritize, organize, and manage multiple projects simultaneously; a proactive approach to problem solving; excellent interpersonal, written, and oral communication skills; accuracy and keen attention to detail; ability to function efficiently despite frequent interruptions and deadline pressures; discretion, tact, and ability to manage confidential information; ability to work independently and as part of a team. Proficiency with Mac OS, Microsoft Office, Teams, Slack, and Adobe Suite; willing to learn new applications as necessary. The ideal candidate will be flexible, comfortable with ambiguity, and have a strong interest in cancer research.

Break Through Cancer is committed to providing equal opportunities in employment and prohibits discrimination and harassment of any kind. We treat our colleagues and applicants fairly and respectfully. We seek to employ people with integrity and skill, and provide them with the means to develop professionally. We hire without regard to race, color, religion, creed, citizenship, national origin, age, sex, gender, pregnancy, gender identity/expression, sexual orientation, marital status, disability (including neurodiversity), genetic information, veteran status, and any other legally protected group, in accordance with applicable federal, state, or local law.