



Who is M2GEN?

M2GEN is an oncology-focused health informatics solutions company with the mission to help patients gain access to the best treatments by leveraging clinical and molecular data to accelerate the discovery, development and delivery of tailored and more personalized therapies. M2GEN's approach is to integrate clinical and molecular data from cancer patients who consent to an observational study called Total Cancer Care (TCC) Protocol. Patients donate their clinical data and specimens throughout their lifetime leading to new biomarker discovery, clinical trial matching, and population studies examining comparative treatment effectiveness. Creating in silico communities based on genotype and phenotype forms the basis for deep learning and pattern recognition to predict events.

We're searching for a Communication & Events Specialist, Membership Operations

This position is responsible for the day to day coordination, management and support of M2GEN's contractual responsibilities as the Coordinating Center for the national Oncology Research Information Exchange Network (ORIEN). The Communications & Events Specialist, under the direction of the ORIEN Department Leader, has responsibility for carrying out the activities in successfully supporting and operating the multi-institutional alliance.

Primary responsibilities include coordination and management of ORIEN committee meetings, plan and manage all in-person meetings and serve as the primary point person for general Network wide communications. This position will also support the ORIEN Operations team in creating and maintaining manuals, guidelines, presentations, educational materials, SOPs and any other documents needed to support internal operations or external members.

- Under the direction of the ORIEN Department Leader, manage and coordinates all ORIEN Committees, Subcommittees and Task Forces including but not limited to: agenda development, material distribution, setting up and running calls, taking detailed meeting minutes, accurately recording action items, and track action items to ensure follow through and completion
- Work with Committee Chair's and internal stakeholders to plan and prepare for meetings
- Ensure timely communication of pre and post meeting materials for members
- Appropriately prioritize responsibilities and pro-actively initiate Committee prep and action item follow-up
- Accurately update and maintain Committee/Subcommittee rosters, contact lists and distribution lists
- Manage logistics for all ORIEN member in-person meetings and events including but not limited to: working with hotel and other vendors to secure appropriate meeting space and accommodations; obtains contracts from hotel and/or vendors and reviews for accuracy prior to execution; creates and maintains internal tracking charts to record RSVPs; creates logistics document and informational materials for external attendees; develops and sends survey to collect RSVPs; plans meals, transportation, and AV as needed; assists with agenda creation/development and all meeting materials/presentations; creates sign-in sheets and name tags; works with CFO to create and estimate budget for meetings and ensures the budget is not exceeded
- Review, maintain and update current manuals on a periodic basis



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- Under the direction of the Department Leader, create manuals, guidelines, documentations, SOPs, etc.
 - In partnership with the Department Leader and Account Managers, creates and standardizes internal reference guides and educational materials for ORIEN members

The education required for this role is:

BACHELOR'S DEGREE in Marketing, Communications or similar

To be successful in this role, we require:

- A minimum of 3 years overall experience in administration or project management
- Experience in:
 - planning and implementing special events and large conferences
 - managing/supporting Boards or Committees
 - creating and maintaining internal manuals and documentation

We prefer a candidate who also has:

- Excellent organizational skills and follow through with acute attention to detail
- Excellent interpersonal, communication, and networking skills
- Excellent customer service with experience working in a customer focused environment
- Excellent written and verbal skills
- Solid communication skills including the ability to communicate with business and technical users at all levels, internally and externally
- Ability to apply creative problem solving, contribute to building infrastructure/documentation
- Excellent interpersonal, communication, and networking skills
- Ability to apply critical thinking to create manuals, documentation, educational materials, etc.

Additional skills and / or specialized training we are looking for:

- Strong working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel, Access).

Contact:

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M2Gen.com
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Full job description available upon written request to Liza.Bryant@m2gen.com

M2GEN, in accordance with Equal Employment Opportunity Policy GP-08, does not discriminate on the basis of race, color, religion, sex, sexual orientation, age national origin, marital status, citizenship, physical or mental disability, veteran status, or any other protected trait. Additionally, M2GEN will consider reasonable



accommodations whenever necessary to provide equal employment opportunities to otherwise qualified individuals with a disability. The above job posting is intended to describe the general nature and level of work being performed by the person(s) assigned to this job. The above is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned. M2GEN reserves the right to modify, add, delete, or substitute certain responsibilities and duties at its sole discretion.