



Program Administrator

Paving the future of cancer research requires creative and driven individuals who think differently about solutions to fundamental challenges blocking progress for cancer patients. Break Through Cancer (BTC) is a new type of research foundation whose mission is to promote and support inter-institutional, collaborative cancer research in order to better understand and treat the most intractable forms of human cancer. By aligning research teams across five leading cancer institutions, Break Through Cancer seeks to create frameworks to make inter-institutional cancer research frictionless and impactful.

Beginning with four intractable cancers (glioblastoma, acute myelogenous leukemia, ovarian cancer, and pancreas cancer), BTC-funded project teams are creating new approaches to revolutionize cancer interception, accelerate the pace of drug approval by bringing the worlds of preclinical and clinical science together to support learning in patients, incentivize radical collaboration between academic institutions and between academia and industry, and invest in software and technologies that will enhance user experiences.

Break Through Cancer seeks an organized and enthusiastic Program Administrator to report to the Senior Director, Science Programs. The Program Administrator will be an integral member of a collaborative, committed Science Team (e.g., Science Programs and Data Science teams). The position is based in Cambridge, MA. Employees are expected to be onsite a minimum of 3-4 days per week.

Primary Responsibilities

- Provide administrative support for the Chief Science and Chief Data Officers (CSO, CDO), which may include proactive calendar management, filing, meeting, meeting preparation, drafting/editing correspondence, following-up on meeting-related actional items to ensure appropriate follow-through is in place, arranging travel, etc.
- Schedule and support virtual and in-person meetings on behalf of the BTC Science Programs and Data Science teams with stakeholders from five different cancer centers, pharma, biotech, staff, etc.
- Provide support for executive level meetings (e.g., Scientific Advisory Board, Technology Review Committee, etc.). Includes working directly with the CSO and Programs Team to develop meeting agendas, manage invitations, coordinate follow-up activities, etc.
- Assist Science Programs and Data Science teams with key tracking activities including data tracking and indexing, and managing application processes as necessary.
- Maintain systems to ensure smooth operations for the Programs team.
- Work with travel agency on travel planning, prepare expense reports and reimbursements.
- Other duties and responsibilities as assigned.

Qualifications

A minimum of five 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. Must be proficient with Mac OS, Microsoft Office Suite including MS 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.

To apply for the Break Through Cancer Program Administrator position, please submit a cover letter and CV to careers@breakthroughcancer.org.

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 skill and integrity, 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.