

## **Project Manager - Research Genetic Counselor**

### Developmental Genome Anatomy Project (DGAP)

Brigham and Women's Hospital  
Boston, Massachusetts

#### **GENERAL SUMMARY/ OVERVIEW STATEMENT:**

The Project Manager/Genetic Counselor for the Developmental Genome Anatomy Project (DGAP) coordinates the clinical genetic component of this research project, serving as the primary contact for the participating faculty, clinicians and staff, study participants and families and databanks. S/he is responsible for subject recruitment, explaining and carrying out the consenting process. S/he reviews and presents potential cases to DGAP faculty, organizes all IRB-related matters, and ensures proper maintenance of the project participants' records. DGAP is active on social media and s/he will be responsible for maintaining and promoting the study via regular Twitter (@DGAPgenes) and Facebook (/dgapgenes) updates, as well as our website.

The candidate should be passionate about clinical genetic research, have a background that will provide them with a sound understanding of the research area and an ability and desire to learn. S/he should be able to work very independently with minimal supervision and be willing to initiate ideas to advance the goals of the project in areas such as subject recruitment and publicity. We offer a competitive salary, a more flexible schedule than a strictly clinical setting, and a friendly research team with whom to work. Please come join us in this exciting research project!

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Coordinates the clinical genetic component of DGAP project. Serves as primary contact for individuals from the medical community, and the general public who are interested and wish to send samples to be studied. Answers questions by phone or email.
- Speaks to potential patients and their families about the study and genetic technology, discussing genetic terminology, often at lay level, to gauge their understanding before enrollment and consenting.
- Obtains informed consent and coordinates sample collection.
- Responds to inquiries from clinicians and patients about DGAP study progress. Coordinates feedback of clinically relevant information to referring clinicians and assists in arranging confirmatory testing.
- Organizes the monthly DGAP collaborators meeting, writes/ distributes minutes and presents a monthly DGAP case update
- Works with the PI of DGAP to develop and implement different avenues for subject recruitment.
- Coordinates publicity for DGAP and is responsible for maintaining DGAP social media websites e.g. daily Facebook and Twitter updates. Helps maintain and contributes to the DGAP website and content.
- Is encouraged to attend and present DGAP findings at conferences and meetings, to network and promote collaborations to enroll new patients.

- Responsible for monitoring and responding to all IRB-related matters, including preparation of amendments to protocol, annual renewal of the protocol for IRB review, and protocol compliance.

**QUALIFICATIONS:**

Bachelor's required; Master's preferred.

Genetic knowledge desired; previous human subjects research a plus, but training will be provided.

1-3+ years of experience

**SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:**

- Ability to interpret relevant scientific and medical literature.
- Strong communication skills that allow effective interaction with both medical professionals and patients or families.
- Creativity, efficiency, strong organizational skills and the ability to work independently to organize effectively and implement research project.
- Excellent written communication at both medical and lay levels.
- Experience with computer programs including Microsoft Word and Excel.