



Manager Global Programs and Communications

The International Association for the Study of Pain is the leading global organization supporting the study and practice of pain and pain relief. IASP brings together scientists, clinicians, health care providers, and policymakers from around the world in pursuit of their mission to bring relief to those who are in pain. The manager provides primary staff support in the overall planning, implementation, and management of fellowships, grants, prizes, and awards, Global Year, and pain schools and camps. The manager collaborates with subject matter experts in developing and implementing materials related to these projects. The manager also supports communications efforts through monitoring of key issues globally, supporting the Director of Communications on various public outreach projects. The manager will develop and/or update the policies, procedures, and timelines needed to effectively manage these projects.

Essential Functions/Responsibilities

Works collaboratively with IASP staff, volunteer members, and outside vendors to deliver IASP's, Grants, Prizes, Awards, & Fellowships program, pain schools and pain camps, and the Global Year program. Specific responsibilities include:

- Functioning as the primary liaison to the Fellowship, Grants, and Awards Working Group, and the Developing Countries Working Group; management includes rosters, meeting schedules, creation of agendas, minutes, and materials for conference calls and in-person/online meetings.

- Handling programmatic planning and management components related to the preparation of each activity, including document preparation, work plan/timeline development and management, budget development, etc.
- Overseeing the Global Year project including webinars, videos, etc
- Overseeing administration of the pain schools and pain camps including preparing applications annually, sending applications for review, presenting results to the Education programs Working Group, collecting materials from successful applicants, etc
- Serving as the primary contact for World Congress on Pain Plenary Sessions including communicating with speakers, writing scripts, overseeing practice sessions and overseeing successful execution of sessions onsite.
- Working with the Global Advocacy Working Group
- Assisting in communications projects and assignments from webinars, press releases, media relations, to working with affiliate organizations.
- Performing other job-related duties as assigned.

Supervisory Tasks

- No direct supervision of internal staff.

Position Requirements

- Bachelor's degree in related field required.
- A minimum of 3 years' program management experience with a medical or health care association is preferred.
- Experience producing enduring education activities preferred.
- Excellent organizational, analytical, and project management skills. Ability to work independently, accurately, and productively with administrative tools and equipment. Attention to detail is critical.
- Excellent interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse

community.

- Highly organized with strong computer skills, including Microsoft Office programs. Familiarity with grant submission systems is preferred.
- International travel is required at least every other year for Congress and for staff retreats.
- Proficient in both Spanish and English

Please Apply to Heather Hodge

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