

Project Manager for Med Education Programs (REMOTE/Telecommute)

Please be sure to note application instructions at bottom of this ad – we can only consider those applications that follow these instructions, and we'd hate to miss yours.

You keep lots of different balls in the air—but juggling comes easy to you though because you are result-oriented, detailed, and cool under pressure. You love working with content and have a command of words. You're a skilled communicator and enjoy working with people and coordinating different parts and pieces to make a whole. You are detailed. You either need to work remotely or have a very strong desire to—either way, you are committed to working from home and do not need a lot of structure to meet your responsibilities. We're looking for a project manager/producer for our Production department and if this sounds like you, we'd love to meet you...

This position plays a central role in the Production Department and will manage the creation and ongoing production administration of our medical educational and mentorship programs. Program components are content-based, largely for our online platforms, some are print related, including study guide/textbooks and educational material. Strong content management and development skills are vital. Additionally, this role will manage the activities of a resident physician mentorship program, working with a group of young dermatologists who help vet and choose content for our products. The ideal candidate for this role is a self-starter, who can work autonomously and own the production end of our programs without relying on others to assign tasks or oversee how things are getting done.

What does being a Project Manager at SanovaWorks look like? You will be directly responsible for:

- Working directly with physician authors managing the content development process for our medical education programs
- Managing the editing and layout process of printed materials with team members and outside vendors
- Managing content for posts on our physician mentorship website; creating, editing, posting, updating
- Ensuring content complies with program and/or client objectives and requirements
- Overseeing the production of program deliverables in various formats including web and print
- Interacting, organizing, managing, and communicating with physician authors and key opinion leaders on a regular basis
- Shepherding projects and ensuring they are progressing on time and on budget
- Proactively keeping internal and external stakeholders informed through regular status updates
- Overseeing and maintaining project budgets and timelines

Required Skills and Desired Talents:

- Minimum 3 years demonstrated related experience in content related production, content management and project management
- Excellent written and verbal skills for multiple audiences; will be working with KOLs and occasional client interaction
- Experience with medical or scientific content a big plus +
- Experience working with physicians or other healthcare providers a +
- Highly organized and able to balance multiple priorities and projects occurring simultaneously with varying timelines
- Ability to own responsibilities and produce results without a great deal of oversight
- Passion for high-quality work and attention to detail
- Strong ability to work as part of a team, demonstrate initiative, and solve problems independently
- Occasional travel to onsite program related events
- A need or strong desire to work remotely
- MUST have minimum internet requirements as this is a remote position

Company Culture

SanovaWorks offers a flexible, results-based workplace; our employees and contractors must have the ability and aptitude to perform their job functions while working remotely/virtually, and function within a remote/virtual team environment.

With our flex-hours workplace, a portion of your workload can be completed at your own schedule. We focus on deadlines met and results/tasks completed rather than hours logged. Hours are semi-flexible, with a portion of your responsibilities needing to be done during office hours (eastern time zone) and available to your teammates including department and project team meetings and collaboration, and some responsibilities open to making your own hours.

Find us online at: SanovaWorks.com

Application

Please respond to this advertisement with your resume and a cover letter explaining why you are the ideal candidate for this job, addressing some specific points above. Please use "SW – Your New Project Manager" as the subject line. If you are responding from a website that automatically sends your application and you cannot customize the subject line, please note it in your cover letter so that we understand that you did not miss this instruction.

As a remote team, we communicate daily via video; it's an integral part of our company communication and culture. If you really want to grab our attention, send us a brief video (no longer than 2 minutes) addressing the following questions:

Please describe what most attracted you to this position. Also, please describe a project from your background that relates to the above points, and your direct involvement in that project.

You can use any software to record your video, including Quicktime or even your cellphone - but we ask that you please ensure that the video is in one of these formats: .mov, .mp4.

We regret that we cannot respond individually to applications but appreciate the consideration of each candidate and will reach out to identified matches individually. We greatly look forward to meeting you.