Position: Communications and Events Specialist.

Purpose of Position:
The Communications and Events Specialist will further the CDISC Mission and Vision by providing support to the CDISC Communications team by performing communications and marketing tasks, such as: updating website content, assisting in the development and release of eNewsletters and events registration information, creating eMarketing announcements and collateral.

Reports to: Manager of Communications and Public Relations.

Position: This is a full time position with excellent benefits.

About CDISC:
CDISC is a 501(c)(3) global non-profit charitable organization, with over 350 supporting member organizations from across the clinical research and healthcare arenas. Through the efforts of volunteers around the globe, CDISC catalyzes productive collaboration to develop industry-wide data standards enabling the harmonization of clinical data and streamlining research processes from protocol through analysis and reporting, including the use of electronic health records to facilitate the collection of high quality research data. The CDISC standards and innovations can significantly decrease the time and cost of medical research and improve quality, thus contributing to the faster development of safer and more effective medical products and a learning healthcare system. The CDISC Vision is to inform patient care and safety through higher quality medical research. For more information, please visit the CDISC website.

Location:
The CDISC headquarters are located at Texas Medical Association Building, 401 West 15th Street, Austin, TX 78701; however, CDISC is a global organization. The individual in this position may work from his/her home office but must be willing to come to the office as needed or requested by his/her supervisor.

Accountabilities of Position:
- Update specific areas of the CDISC website.
- Assist in the development of quarterly newsletters, preparing content as needed.
- Prepare content and design communication announcements.
- Setup online registration for events, setup online surveys, and design eBlasts and announcements through Cvent.
- Assist in developing communications collateral, including brochures, pamphlets and flyers.
- Organize and archive documentation, maintaining the CDISC Communications area of the portal.
• Coordinate external events based upon established marketing agreements; complete forms for booth and staff registration as necessary; keep up with timelines for multiple events; and provide content and collateral for external event opportunities.
• Assist with certain CDISC events logistics and tasks as needed.
• Coordinate and assist in shipping materials to certain events as needed.
• Other duties as assigned by supervisor.

**Qualifications:**
• Bachelor’s degree in Business Administration, Communications, Marketing or a related field.
• 2 or more years relevant experience in Communications and Marketing.
• Experience in Drupal content management system.
• Experience with Customer Relationship Management systems, preferably Cvent.
• Proficiency in MS Office.
• Experience in Adobe Design Suite.
• Experience in coordinating events logistics and ability to pack and ship materials weighing up to 20 pounds.
• Experience with accessing SharePoint portal preferred.
• Ability to prioritize multiple projects and work in a fast-paced environment.
• Must have excellent interpersonal skills, demonstrated problem-solving capability, be a self-starter and team player.
• Excellent verbal and written English communication skills.
• Flexibility - effectively copes with change and is comfortable changing direction.
• Ability to work effectively in a virtual environment.

Please provide two samples of your writing with your resume to communications@cdisc.org.

Salary will be commensurate with experience.