

Autism Speaks is becoming one of the fastest growing non-profits in the country, dedicated to funding global biomedical research into the causes, prevention, treatments and cure for autism. We currently have an opportunity available for a **Program Officer II** to join our dynamic team in Los Angeles.

PROGRAM OFFICER II

The Program Officer will assist the Program Director with administrative and budgetary activities for the Autism Treatment Network (ATN) sites, to include monitoring and documentation of their activities, and the development and implementation of program projects. Programs include ATN and ISAAC - Internet System for Assessing Autistic Children.

Responsibilities include:

- Monitoring overall programmatic activities of sites
- Obtaining approval on updated or revised budgets, sending payments to vendors as needed
- Assisting with Regulatory/Data quality oversight
- Coordinating with ATN Clinical Coordinator/Data Coordinating Center (DCC) to track status of IRB documentation and required training certification
- Regular monitoring of sites and ensuring sites send in monitoring reports
- Coordinating with DCC to identify sites falling short of enrollment or data quality targets
- Working with sites and ATN Clinical Coordinator to resolve problems
- Assisting sites with planning/attending local fundraising activities
- Preparing and maintaining minutes of the ATN Executive committee, ATN External Advisory Committee, and other committees as assigned
- Developing familiarity with ISAAC system to address general questions and data collection procedures to assist DCC and CCC in addressing general questions
- Develops and manages program development projects as assigned. This currently includes HRSA-funded training projects and program management projects: strategic plan, evaluation plan, communications plan, and associated communication and dissemination initiatives.

A **Bachelor's or higher level degree in public health, health science, psychology** or a related field is required, as well as grants management or program management experience. The qualified candidate will possess a minimum of **3 - 4 years of health or science-related program/project coordination experience**. Excellent communication, organizational, time management and computer (web-based programs and database)

skills are required. The Program Officer will demonstrate a high degree of initiative, be accustomed to working in a fast-paced, yet challenging environment, be able to coordinate and prioritize diverse tasks, and work collaboratively as well as independently. An interest in the field of Autism research and/or healthcare is desired, as is familiarity with scientific and healthcare terminology. The ability to travel to all ATN meetings and assigned sites as needed is required. Bilingual Spanish/English is a plus.

Autism Speaks offers a competitive compensation and benefits package, as well as the opportunity to help create a brighter future for autistic children and their families. Candidate must successfully pass a comprehensive background check consisting of: Credit, civil/criminal, professional references, motor vehicle, education verification and drugscreen.

Qualified candidates to email their cover letter, resume and salary requirements to:
careerseast@autismspeaks.org

No phone calls please. Only those applicants who meet the hiring criteria will be considered and contacted by Human Resources. Autism Speaks is an Equal Opportunity Employer.