

Research Coordinator in Health Policy

L&M Policy Research, LLC, is seeking a motivated candidate for a research coordinator position in Washington, DC. L&M is a highly collaborative and collegial boutique health services research firm dedicated to improving health care in the United States. We bring extensive experience in qualitative and quantitative research methods to support federal, state, and private clients with health policy evaluation, health communication research, health services management, and operations support.

Responsibilities:

- Serve as research coordinator on large L&M projects, providing communication and organizational support through:
 - Scheduling meetings and tracking client requests,
 - Monitoring workloads and project progress,
 - Assisting with quality assurance tasks,
 - Maintaining project databases,
 - Managing and updating project-related paperwork, and
 - Supporting senior staff in managing and organizing vendors, sub-contractors, and clients.
- Participate in research project activities by supporting senior staff in writing, revising, and submitting project deliverables.
- Conduct data and document review, summarizing content and contributing to reports and research summaries.
- Support senior staff in project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.
- Contribute to proposal efforts in response to government and private solicitations.
- Work collaboratively with staff at all levels to execute projects.

Minimum Qualifications:

- Bachelor's degree in Social Sciences or related field
- Strong interest in health policy research
- Interest in managing government contracts for quality, efficiency, and innovation
- A minimum of one year's experience in a coordinating position and in a team environment
- Excellent organizational skills and attention to detail and to technical aspects of projects
- Good interpersonal skills
- Strong technical writing skills (e.g., reports, memos, literature reviews)
- Ability to prioritize competing deadlines and complete tasks for multiple ongoing projects and tasks simultaneously
- Proficiency with Word, PowerPoint, and Excel
- Interest in pursuing a PMP certification a plus

Please submit a resume, writing sample, AND cover letter to:
Careers@LMPolicyresearch.com

Note: Individuals with temporary visas or who need sponsorship for work authorization now or in the future are unfortunately not eligible for hire.

Visit us at **www.LMPolicyResearch.com** for more information about L&M.