

Digital Therapeutics Alliance

Administrative and Operations Coordinator, Full-time

The Digital Therapeutics Alliance (DTA) is seeking a dynamic individual to support DTA's internal operations. The ideal candidate will be highly motivated, organized, and a strong communicator.

This new position will support the needs of the growing organization, member companies, the DTA team, and Executive Director by ensuring organized and timely execution of programs, projects, and day-to-day operations. The role requires a candidate who is highly collaborative and has an entrepreneurial mindset.

Key Responsibilities

Operations Coordination

- Serve as the primary point of contact for member organizations
- Facilitate inbound mail, phone, and website inquiries
- Manage DTA's customer relationship management (CRM) system
- Facilitate DTA Board of Directors meeting logistics and materials
- Support member company onboarding processes
- Recommend improved organizational processes and use of technology platforms, in addition to supporting implementation efforts
- Undertake additional projects as assigned

Event Coordination

- Coordinate DTA events and facilitate team responsibilities, timelines, and logistics
- Schedule multi-stakeholder meetings
- Coordinate logistics associated with member Work Groups, including scheduling meetings, arranging teleconference platforms, and updating contact lists
- Schedule and facilitate internal team meetings
- Oversee and align internal calendars with external event engagement

Executive Administration for the Executive Director

- Act as the point of contact between the Executive Director and organization stakeholders
- Manage inbound and outbound correspondence and requests
- Schedule appointments, meetings, and maintain the Executive Director's calendar
- Compile reports and external presentations
- Compile and submit expense reports
- Oversee travel arrangements

Desired Skills and Experience

- 3+ years demonstrated experience as an executive administrator
- Strong understanding of current office and meetings technology platforms and services

- Meeting and event planning experience
- Strong writing, interpersonal, and oral communication skills
- High attention to detail, including exceptional organization and analytical skills
- Understanding of the healthcare industry

Considerations

This full-time position reports to the Director of Operations and Finance. This is a remote position, ideally located in Massachusetts, Virginia, or Washington State. All candidates must be eligible to work in the United States. Bonus and benefits eligible.

Compensation

Salary range: \$60,000 - \$75,000 annually

Interested candidates should submit a cover letter and resume to info@dtxalliance.org.