

Job Title	Program Coordinator, BrainFutures
Reports To	Senior Director

About BrainFutures

BrainFutures accelerates adoption of innovative, evidence-based interventions that improve brain health and well-being. Over the past ten years, we have fought for the development of a more holistic, innovative, and effective approach to well-being by advancing novel therapeutics, psychedelic medicine, youth executive function, mental health parity, and other promising practices. Through research, policy analysis, education, demonstration projects, and strategic partnerships, we work to accelerate access to proven and promising interventions that improve brain health and expand treatment options for those in need.

Job Purpose

BrainFutures is seeking a highly organized **Program Coordinator** to support a variety of projects across the organization. This position is ideal for someone who is a superlative communicator and writer, skilled at executing fast-moving projects, enjoys learning, values collaboration, and is eager to contribute to meaningful work that expands access to evidence-based brain health interventions.

The Program Coordinator will provide support across multiple program areas, including psychedelic-assisted therapy, novel treatment modalities, and youth executive function initiatives. This role focuses on communications, administrative responsibilities, and execution of programs and events that embody our mission. BrainFutures offers opportunities for professional growth.

Duties and Responsibilities

Communications

- Research and draft blog posts
- Source and edit content for social media channels
- Create and update slide decks for presentations, meetings, and events
- Develop, edit, and format graphics and visual content using Canva
- Update website as needed
- Support redesign and relaunch of website

Project & Program Support

- Coordinate project activities across multiple programs, ensuring tasks and timelines remain on track
- Assist with new initiatives as the organization's work expands or evolves
- Support planning and execution of events, meetings, webinars, and partner engagements
- Maintain project documentation, databases, and shared resources.
- Assist with logistical tasks such as event planning and meeting preparation
- Read and summarize peer-reviewed articles, white papers, and reports relevant to BrainFutures' work

Administrative & Operational Tasks

- Manage calendars for project teams
- Perform data entry, tracking, and basic analysis as needed
- Track grants and donations and draft acknowledgements while maintaining confidentiality
- Liaise with IT contractors and staff to ensure smooth operations across the organization
- Attend Board meetings and generate meeting minutes
- Document key processes in operations manual

Qualifications

- Bachelor's degree or equivalent combination of education and experience
- 3 to 5 years of professional experience, ideally in behavioral health, public health, education, nonprofit program management, research, or communications
- Strong organizational and project coordination skills with exceptional attention to detail
- Excellent writing, editing, and communication abilities
- Ability to read and summarize scientific literature clearly and accurately
- Ability to manage multiple tasks in a fast-moving, evolving environment
- Experience creating marketing or communications content (social media, blog posts, slide decks, simple graphics) preferred
- Proficiency with Microsoft Office suite; familiarity with Canva, Adobe Acrobat Pro, Adobe Creative Cloud, Asana, and WordPress preferred
- Familiarity with CRMs; HubSpot experience a plus
- Knowledge of innovative mental health treatments, youth development, or psychedelic-assisted therapy
- Commitment to BrainFutures' mission to expand access to evidence-based mental health and well-being interventions

Position Classification

Full-time (40 hours/week), non-exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, health savings account, and mileage reimbursement.

General Conditions

- Some evening meetings or weekend events required
- Availability of a designated home office space equipped for conducting confidential business, with secured access to high-speed internet for hybrid or remote employment
- Have available/access reliable transportation, along with valid driver's license and active automobile insurance coverage
- Must be able to lift-up to 25 pounds at times

Location

This position is remote for candidates located outside Maryland and hybrid for candidates based in the Baltimore area.

Compensation

\$45,000-\$63,000 annually. Compensation will be based on the candidate's experience and qualifications.

MHAMD and BrainFutures is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.