

**Project Coordinator - Friedman School of Nutrition
Tufts University**

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Posted Feb. 5, 2025, set to expire Dec. 31, 2025

Job Title	Project Coordinator - Friedman School of Nutrition
Department	Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21346?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy, established in 1981, is among the world's leading graduate and professional schools of nutrition. Its mission is to improve the nutritional well-being of people worldwide through the creation of new knowledge, its application and dissemination, and the education and training of future leaders in the field. Faculty, students and staff at the school include physicians and other health practitioners, biomedical and clinical scientists, nutritionists and epidemiologists, agricultural and environmental scientists, economists, psychologists and others whose work on food and nutrition contributes to the sustainable, equitable development of human societies.

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What You'll Do

This is a part-time and fully benefits eligible position at 20 hours per week. It is also grant funded and limited term until November 30, 2029.

The part-time Project Coordinator position offers an exciting and challenging opportunity to help improve food, nutrition, and agriculture policy and programming by coordinating the day-to-day operations of two related multiyear projects: Data Analytics for Inclusive Food Markets in Africa (DAFMA) and the Agriculture, Nutrition, & Health (ANH) Academy.

DAFMA is funded by the Bill & Melinda Gates Foundation (BMGF) for improving decision making of food related enterprises in Africa. This project generates new analytical methods and actionable insights for food businesses to grow and prosper by meeting societal demand for more affordable and nutritious, inclusive and resilient food supplies. [The ANH Academy](#), is a related project jointly funded by BMGF and the United Kingdom's Foreign Commonwealth & Development Office through the London School of Hygiene and Tropical Medicine. This project convenes a global community of interdisciplinary researchers, practitioners, and policymakers working on agriculture and food systems for improved nutrition and health, with over 10,000 members in 160 countries.

The Project Coordinator will work under the supervision of the Project Manager, collaborating with others to carry out administrative and financial, planning, and support tasks for the projects. Duties will include, but are not limited to: processing financial transactions, tracking project spending, preparing consultant and subcontract agreements; assisting with planning events and meetings, liaising with external partners and collaborators, supporting development of study protocols, literature reviews, and dissemination, and assuring compliance with applicable policies and regulations. The allocation of effort for this position is expected to be 40% for DAFMA, and 10% for ANH Academy.

A successful Project Coordinator may transition into a full-time role or work on new projects as previous projects end. This part time position is benefits eligible, including the Tufts Tuition Remission employee benefit, which entitles the employee to enroll in up to three-credits for Tufts University undergraduate or graduate level courses, tuition- free, per semester.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree in nutrition science, development economics, policy, public health and/or another related field related to Friedman's mission and 1-3 years of professional experience in project coordination or research administration
- Clear and precise written and verbal communication skills in email, documents and website materials
- Attention to detail and computational skill with spreadsheets for managing expenditure and financial reporting
- Self-motivation to achieve the highest levels of professional excellence and ethical conduct
- Collaborative orientation with high levels of organizational and time management skills
- Ability to work quickly and independently in response to changing circumstances

Preferred Qualifications:

- Familiarity with international nutrition, food, and agriculture policy issues
- Familiarity with sustainability diets, food prices, and modeling
- Experience with sponsored program administration policies and procedures at Tufts or similar universities
- Familiarity with reporting requirements for private and foreign funding source
- Experience living and working in low-income countries

Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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