

Executive Administrative Coordinator
Tufts University

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Posted Feb. 11, 2025, set to expire Dec. 31, 2025

Job Title	Executive Administrative Coordinator
Department	Friedman School of Nutrition
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21387?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

[The Food is Medicine Institute](#) is a new, cross-university collaborative effort at Tufts, bringing together faculty from the Friedman School, Tufts University School of Medicine, Tufts Medicine, and other local and national partners to advance research, training, patient care, and community engagement around food is medicine (FIM). FIM is a set of food-based nutrition programs and interventions integrated into the health care system to advance specific health needs and health equity in different populations.

Tufts is already the leading academic institution globally for advancing FIM. This new, first-of-its-kind Institute will lead the nation in collaborative, high impact efforts to transform healthcare by integrating high-value food-based nutritional interventions and related programs as therapeutic and preventive interventions. The Institute's activities will include research and translation, clinical care pathways and implementation, education and training, and community outreach and policy development around FIM.

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Through these activities, the Institute will serve as a catalyst to drive change, improve health, reduce health disparities, and create a more equitable and resilient healthcare system that recognizes the power of food as medicine.

What You'll Do

We are looking for a Senior Administrative Coordinator to make a meaningful impact in our mission-driven organization. You will work closely with visionary leader, Director Dr. Dariush Mozaffarian, and other influential stakeholders. The Senior Administrative Coordinator for Dr. Dariush Mozaffarian provides direct administrative management and administrative support, and will also handle the below:

- **Stakeholder Management:**

- Serve as the primary point of contact for the Director's office, fostering strong relationships with faculty, staff, students, research collaborators, policy makers, advisory board members, donors, partners, and other key stakeholders.
- Coordinate and manage logistics for internal and external events, including meetings, conferences, and speaking engagements.

- **Communication, Information Management, and Support:**

- Manage the Director's complex calendar, travel, and event needs with independence, precision, and foresight.
- Draft and edit high-quality letters, emails, and other communications on behalf of the Director, tailored to senior leaders in research, civil society, industry, and government.
- Prepare polished presentations, reports, and briefs for internal and external audiences.
- Organize, maintain, and manage files, records, and critical information to support strategic decision-making.

- **Special Projects:**

- Manage logistics for major events, for example our annual Food is Medicine National Summit, a 2,000+ person event that brings together leaders in the field from across the nation in person and online. Responsibilities include managing marketing, event registration, space, IT needs, catering, and other event-related needs, including procurement and invoicing of vendors.
- Collaborate with team members on priority strategic projects and initiatives that advance the organization's goals.

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- Proactively identify opportunities to improve processes and enhance efficiency.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a high school degree or GED, and 7 or more years of relevant administrative experience
- Excellent working knowledge of the Microsoft Office program suite and videoconferencing software
- Proven project or program management experience
- Excellent verbal and written communication skills
- Superb proofreading and editing abilities
- Detail-oriented, with strong problem-solving skills and a proactive approach
- Discretion, tact, and judgment to act on behalf of the Director and Managing Director

Preferred Qualifications:

- Bachelor's degree
- Experience supporting senior leadership

Special Work Schedule Requirements:

Participation in evening events preceding or following in person convenings 2-3 times a year.

Pay Range

Minimum \$32.40, Midpoint \$38.50, Maximum \$44.70

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



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Contact

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