



Established in 2014, Jack's Basket is a growing nonprofit that celebrates babies with Down syndrome. We are seeking a highly motivated and skilled individual to join our team in the role of Medical Education Coordinator. The ideal candidate for this role brings a strong work ethic, initiative, and a positive, friendly attitude. They are a natural communicator with strong interpersonal skills, a genuine heart for the Down syndrome community, with a strong background in the maternal/neonatal healthcare setting. This person thrives on building and nurturing relationships, is detail-oriented, and stays organized in a dynamic environment. They confidently engage with our audiences — from healthcare clinicians to students and advocates — and represent our mission with warmth, clarity, and professionalism.

**Job Title: Medical Education Coordinator**

**Location:** Headquarters office in Arden Hills, Minnesota

**Type:** Based on work experience. Up to 40 hours, Monday-Friday, during regular business hours with occasional remote hours and flexibility for events, projects and/or conferences.

**Job Summary:** Under the direction of the CEO and Director of Programs & Development, the Medical Education Coordinator provides support and day-to-day management of activities for the Diagnosis Advocacy Program, which includes outreach, education, and presentations. The Medical Education Coordinator is responsible for the solicitation, coordination, implementation, and tracking of the Program Awareness and Diagnosis Advocacy at Jack's Basket in service of growth and awareness of our mission. The Medical Education Coordinator will play a key role in pitching, planning, implementing, and evaluating our Diagnosis Advocacy program to ensure successful connections are made with our volunteers and within the healthcare community (i.e. social workers, genetic counselors, nurses, providers, etc) to learn about Jack's Basket and change the narrative of Down syndrome.

**Key Responsibilities:**

**Program Planning and Development:**

- Develop detailed program plans including workflows and resources
- Research and stay informed about industry trends and best practices (e.g., state abortion protocol, hospital system policies, and prenatal testing requirements)
- Track program status to ensure accuracy and visibility
- Develop relationships with healthcare providers, Hospitals and Clinics to share our tools & resources
- Collaborate with Jack's Basket Medical Team Lead and Jack's Basket Medical Team volunteers to help steward work to completion
- Research and writing of medical grants related to Jack's Basket Diagnosis Advocacy

**Implementation and Coordination:**

- Coordinate meetings between Jack's Basket and Healthcare Clinicians (including Program Awareness, Diagnosis Advocacy, and Grand Rounds) ensure all activities related to the meetings (prework, meeting invite, follow-ups post meeting) are tracked accordingly, with relationships at the forefront
- Plan and resource Jack's Basket presence at Medical Conferences, identify opportunities for abstracts, conference sponsorship and speaking opportunities (material review and updates, curriculum submissions, etc).



**Implementation and Coordination (cont.):**

- Track program data, basket requests, and make adjustments as necessary to ensure goals are met
- Maintain relationships with CME/GME Education Coordinators at various healthcare institutions
- Work cross-functionally with Marketing and Communications on the advertisement and growth of our resources within the Medical community

**Stakeholder engagement:**

- Communicate with internal stakeholders, including Jack's Basket Medical Team on program status and needs
- Solicit presentations; Communicate with medical institutions and healthcare clinicians on the core components of our programming to 'pitch' our presentations and secure time to present
- Create and maintain genuine and positive relationships with partners, volunteers, and healthcare clinicians

**Data Analysis and Reporting:**

- Collect and analyze data related to program performance and outcomes
- Prepare regular reports, highlighting key metrics and areas for improvement
- Use data-driven insights to inform program changes and enhancements

**Qualifications:**

- **Must embrace the mission of Jack's Basket.**
- Bachelor's degree + 3-5 years administrative experience, preferably coordinating educational or healthcare-related programs
- Proven experience in a program management or related role
- Strong organizational and project management skills
- Experience with Salesforce or other CRM is preferred
- Excellent written and verbal communication skills with the ability to influence others
- Ability to confidently articulate and present the mission and vision of Jack's Basket
- Be a "self-starter" and goal-driven to execute tasks and projects.
- Be organized and exhibit "follow through" on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability
- Must collaborate and operate well in a team environment with a 'can-do' attitude
- *Preferred:* Graduate-Level Education with experience or knowledge of accreditation, compliance, and/or health administration.

Salary and benefits are based on experience.

**Application Procedure:**

To apply, send a cover letter and resume with the job title to:

Jack's Basket  
Attn: Carissa Carroll  
info@jacksbasket.org