



# INSTITUTE OF MEDICINE

OF THE NATIONAL ACADEMIES

ROUNDTABLE ON EVIDENCE-BASED MEDICINE

## IOM Program Officer

Education: Masters or higher (MPH, MPP, MA, MBA, MSc, MSW, etc.)

Location: National Academy of Sciences, Washington, District of Columbia, 20001, United States

Job Category: Health & Medical, Project management, Public Policy

Type: Full time

**Summary:** An individual with superior communication and organization skills is needed to provide program development and management support to the Institute of Medicine's Roundtable on Evidence-Based Medicine. The IOM serves as an advisor to the nation to improve health and the Roundtable's work focuses on ensuring that the healthcare system draws upon the best evidence to provide the care most appropriate to each patient.

**Description:** The mission of the Institute of Medicine (IOM) is to advance and disseminate scientific knowledge to improve human health. The Institute provides objective, timely, authoritative information and advice concerning health and science policy to government, the corporate sector, the professions and the public. The IOM Roundtable on Evidence-Based Medicine provides a neutral venue for leading stakeholders from multiple sectors—patients, health providers, payers, employers, manufacturers, policy makers, and researchers—to identify and discuss the issues and approaches for generating better and more timely information on which to base clinical decisions.

The Roundtable meets 2 to 3 times yearly, in addition to sponsoring workshops, symposia, expert panels, and collaborative projects. To manage the operations of the Roundtable and its staff, the IOM seeks an individual of unusual insight and skill, who is interested in working in a science policy environment to foster collaboration across often competing perspectives. This individual must have a keen strategic sense, excellent interpersonal skills, and strong knowledge of the issues and approaches to improving the evidence base on which clinical decisions are made. The Program Officer would work closely with the executive director and other staff to organize, develop and facilitate ongoing roundtable activities and meetings.

**Job Duties:** Support the activities of the IOM Roundtable through project development and program management work conducted under minimal supervision; including: oversight of several projects and working groups (outreach, project development and coordination); content development and supervision of the logistical aspects of meetings and large workshops; drafting, editing, and formatting of workshop and meeting publications; directing and coordinating staff research efforts including collection, assembly, and tabulation of data, as well as researching and summarizing literature; guiding the work of other staff, interns and fellows; coordinating external communications and Roundtable outreach.

**Qualifications:** Seeking an individual with strong oral and written communication skills and strong analytical skills; and demonstrated basic proficiency in conveying scientific, technical and policy information in oral and written form. Must be comfortable in a fast paced work environment; and, able to juggle multiple projects with quick turnaround and attention to detail. PhD or MD level education with 1-2 years of related experience desired, Master's degree in a related field or equivalent knowledge with 3 years of related professional experience required.

**Preferred background and skills:** We anticipate an the PO will develop our contact database, website content, and communication vehicles for disseminating information on our work and current events to Roundtable members, specific interest affinity groups, and the general public, as well as to Capitol Hill and relevant government agencies. Candidates with talent and experience in coordinating and formulating – on both logistical and content levels – internal and external communications efforts in multiple media formats are encouraged to apply.

### How to Apply:

Contact Catherine Zweig ([czweig@nas.edu](mailto:czweig@nas.edu)) for more information.

**THE NATIONAL ACADEMIES**  
*Advisers to the Nation on Science, Engineering, and Medicine*

500 Fifth Street, NW  
Washington, DC 20001-2721

Phone: 202 334 3963  
Fax: 202 334 2939  
[www.iom.edu/ebm](http://www.iom.edu/ebm)