

IFAPP Academy Positions needed to fill for 2020 and beyond

Editorial Board

Beginning in the fall 2020, IFAPP Academy will start providing continuing professional development called “value-added programs” or “VAPs” for our learning Community. The Editorial Board will play a critical role in this effort by helping to decide which topics are interesting and relevant to our Community. A key responsibility for this group will be to anticipate the information needs of our learning Community, deciding which events, hot topics and speakers are most desirable. The Editorial Board will also collaborate with the Medical Editor on scientific articles and the Community Manager to promote IFAPP Academy and IFAPP via social media.

(2) VAPs Editorial Board representatives from IFAPP

Requirement: Collaborates with the Community Manager to select the optimal kinds of extracurricular CPD (VAP) offerings (webinars, meetups, social media presence, etc.)

- 1 Collaborates with the Medical Editor position to identify articles, research, etc. to summarize and include in Academy publications
- 2 Suggests speakers for webinars and helps to promote audience awareness of webinar offerings
- 3 Contributes insights to the Communications Calendar for the Academy, which will include the VAP offerings and the IFAPP Academy VAP Newsletters
- 4 Participates in scheduled virtual meetings

Specialized talents/skills/interests: Strong interest in current events/topics related to pharmaceutical medicine, newsletter development, willing to speak up as a voice of the Community, relationship and Communications building, social media skills

(1) Medical Editor for IFAPP Academy (modest stipends are considered for this position)

The primary responsibility of the flexible time Medical Editor role is to develop or curate scientific written content that supports the growth and professional development of students, faculty, alumni of [IFAPP Academy](#), as well as the IFAPP Global Fellows in Medicines Development. To be successful in this role, the candidate must possess a talent for medical writing and display a forthright and proactive approach to information gathering and sharing.

Candidate Requirements

- Experience writing scientific articles using information researched from journals, publications, internet resources, manufacturers' promotional materials and advertising campaigns
- Commitment to scientific accuracy, with ability to read the primary literature and analyze data
- A passion for medical/scientific topics, with a strong interest in current trends that affect Medical Affairs and other areas encompassing Medicines Development
- Knowledge of medical and pharmaceutical terminology
- Familiarity with drug testing, pharmacology or pharmacological issues preferred
- Excellent command of the English language and a mastery of AMA standards/AP style
- Expert writing, editing and proof-reading skills, including solid spelling and grammar
- Proficiency with Microsoft Office products, Dropbox and online meeting software (GoToMeeting), along with basic desktop publishing skills
- A portfolio of samples that demonstrate your skill and effectiveness at writing about medical topics
- Candidate should possess or be in pursuit of advanced degree, such as MD, PhD, or PharmD
- 2 hours a day/ 220 days per year

Key Responsibilities:

- Create 2-5 articles weekly
 - Primary responsibility will be researching, curating, writing, editing, or proofreading content for newsletter and social media articles. May also offer contributions to slide decks, eLearning scripts, infographics/handouts, educational scenarios and assessments, case studies or journal articles when scientific expertise is needed
- Convey scientific data and communicate written information in a clear and concise manner, with keen sensitivity to audience expertise and interest
- Ensure that facts, data, and scientific units are correct and have been used consistently; formatting text to comply with publisher guidelines as well as academy brand/style requirements
- Collaborate with the academy's academic and operations team to identify and shape top content priorities to increase our readership and augment our academic and professional relevance

In addition to the ability to translate complex scientific information into meaningful articles for key audiences, the Medical Editor must also demonstrate:

- Interest in serving an online academy and growing our global learning Community
- Thorough understanding of objective, evidence-based medical writing, with an understanding of/willingness to convey the role of Medical Affairs and other disciplines to leverage health in the community
- An ability to generate market-relevant and scientifically accurate content that complements the academy strategies, social media, and brand positioning efforts
- A passion for staying abreast of new developments within the Medical Affairs/Medicine Development Community and a collaborative commitment to passing that knowledge on to the academy team, when appropriate
- Commitment to both quality and deadlines

(1) Community Manager for IFAPP Academy (modest stipends are considered for this position)

The Community Manager will help us expand and enrich our growing Community of Learners. Working closely with our Operations Team, the Community Manager facilitates extra-curricular learning events and develops meaningful and sustained relationships with and among current students, alumni, global fellows, and faculty. As a key facilitator of our Value-Add programs, responsibilities of this part-time position vary and may include Community building, hosting, hospitality, membership management and participation in special projects.

Outstanding communication skills and strong relationship building acumen are a must for this role, along with a desire to connect people and inspire robust participation in our world class professional learning Community. The successful candidate will possess an understanding of the needs of adult online learners, strong writing/editing skills, an interest in event planning and an enthusiasm for facilitating a global network of life-long Medical Affairs and Medicines Development learners.

Responsibilities:

- Create and execute a calendar of value-add events. Arrange/host/distribute hot topic webinars, live interviews, panel discussions. Promote interaction among global participants
- Work together with our IFAPP Academy Medical Editor to curate, design and deliver micro learning opportunities for learners, alumni, global fellows, and faculty
- Bolster our communication and social media presence by facilitating specialized social media groups, contributing to social media content and encouraging social media participation of IFAPP Academy learners, faculty, alumni and global fellows
- Assist the operations team with weekly communications to enrolled students

- Serve as a point of contact and communication for our Community of learners. Participate in operation and strategy meetings, advocating for the voice of the learner
- Create newsletters and surveys to assess needs and gather the learners' feedback, conveying those insights to the academy leadership and operations team
- Support and attend celebrations and graduation ceremonies
- Have experience with online meeting facilitation (WebEx preferred), digital presentations, scripting, interviewing and recording
- Serve as a brand ambassador for IFAPP Academy, promoting our academic and professional reputation
- Approx. 2 hours a day; 220 days/yr.

Note: The Community Manager & Medical Editor roles could be combined in a single function.