

Programs Coordinator – FTE

Join the Fight Against Scleroderma! Use Your Organizational Skills to Help Drive Groundbreaking Research & Patient Impact with the Passionate Team at the Scleroderma Research Foundation (SRF).

This is a hybrid position, working a minimum of two days per week in the SRF's San Francisco, CA office (Financial District, 1 block from BART).

The Scleroderma Research Foundation is a stable, independently funded nonprofit organization that is not reliant on government funding.

Who We Are:

The SRF is a nonprofit with a crucial mission: to cure scleroderma, a rare, debilitating, and sometimes fatal autoimmune disease. There are significant unmet needs in the scleroderma community, and we're here to address them.

Since our inception in 1987, we have grown to become the nation's largest nonprofit investor in scleroderma research, funding more than \$50M in the most promising projects that aim to improve treatments and, ultimately, cure scleroderma.

Raising awareness and providing education are critical to advancing research and improving patient outcomes. Through innovative programs, compelling educational tools, and engaging disease awareness initiatives, we empower patients, families, and communities to drive change.

The Program Coordinator will play a vital role in supporting the Vice President of Programs and Operations by managing key initiatives that engage volunteer advocates, coordinate national meetings, and support logistics for major events. This is a unique opportunity to contribute to meaningful programs that advance scleroderma research, education, and community engagement. This is an exciting opportunity for a highly organized and motivated individual to make a meaningful impact in a dynamic and mission-driven environment.

Who You Are:

You are a highly organized, detail-oriented professional who thrives in a fast-paced environment. Proactive and resourceful, you excel at handling a wide range of administrative and logistical tasks to keep program operations running smoothly. With a keen ability to anticipate needs and optimize processes, you ensure seamless coordination of activities, events, and internal systems.

You are adaptable and mission-driven, able to play a vital role in supporting our internal team while helping to advance the SRF's programmatic initiatives. Your commitment to efficiency and high-quality support helps streamline operations, while your ability to authentically connect with the scleroderma community strengthens engagement and stewardship efforts.

What You'll Do:

Essential Job Functions:

- Connect with our community; Assist in the stewardship and recruitment of the Cure Crew, the SRF's grassroots volunteer program, ensuring engagement and keeping members involved.
- Help bring our virtual SRF Patient Forum event to life; Assist with coordinating scheduling, speakers, registration, content development, and prize giveaways.
- Assist with all aspects of meeting planning for SRF's annual Science Workshop, and other conference/scientific convenings including venue research, scheduling, registration, organizing & shipping event supplies, and on-site execution.
- Be part of the team that makes Cool Comedy • Hot Cuisine a success—the SRF's signature and star-studded fundraising event. Assist with fundraising auction coordination, event registration, shipping supplies, and on-site execution.
- Assist with administrative duties, including mailings for grant program, volunteer activities, and general correspondence, maintaining inventory of office supplies and premium items.
- Assist with database entry, surveys, and correspondence to support program initiatives and outreach efforts.
- Additional duties as assigned to help the organization operate efficiently.
- Support and attend SRF events as required (minimum two per year, at least one involving travel, and both likely during evenings/weekends).

What You'll Bring to the SRF (Qualifications/Experience):

- A minimum of 2–3 years of experience in a professional office environment, in an administrative, coordinator or similar role, demonstrating reliability and accountability.
- Exceptional organizational skills and attention to detail.
- Strong written and verbal interpersonal communication skills, with the ability to build relationships with diverse stakeholders.
- Excellent judgment, prioritization, and critical thinking skills, even under time pressure.
- Highly proficient in Microsoft Office Suite (Outlook, Word, Excel) and a strong aptitude for quickly learning new software tools.
- Proficiency with video conferencing tools (Zoom, MS Teams).
- Prior experience conducting venue research and requesting proposals is a plus.
- Tech-savvy, comfortable working in multiple software platforms.
- Experience in managing multiple calendars, scheduling, and travel planning.
- Flexibility and willingness to “roll up your sleeves,” working both independently and as part of a high-performing team.

Education

- High school diploma required.
- College degree or relevant experience strongly preferred.

Additional Requirements:

This is a hybrid position. Candidates must reside within commuting distance of San Francisco (≤ 25 miles) and work from our Financial District office (1 block from BART) at least twice per week.

What You Will Enjoy as an Employee of the SRF:

Expected compensation for this role: \$60,000 to \$65,000 per year, commensurate with experience

You'll be a part of a collaborative, high-performing team while making an important difference for people living with scleroderma. Other benefits include:

- 100% employer-sponsored health care (medical, dental, and vision, with additional options at an affordable cost)
- life and disability insurance
- 403b plan
- a healthy work-life balance
- generous holiday pay (a minimum of 11 days, plus your birthday)
- paid vacation: 3 weeks accrued in the first year
- paid sick time
- commuter benefits

Reports To: This position reports to the Vice President of Programs and Operations.

To Apply:

Please submit a resume and cover letter (required). Please, no phone calls.

The SRF is an equal opportunity employer, committed to a diverse and inclusive workplace. The SRF employees are proud of their colleagues, proud of where they work, and proud of the Foundation's science-based, research-focused mission. Thank you for your interest!