

# NOW HIRING!

## CORE Program Coordinator



Do you love keeping teams organized and systems running smoothly? Are you responsive, solutions-oriented, and eager to contribute meaningfully to purpose-driven work? The UW Collaborative for Reproductive Equity ([CORE](#)) may have just the role for you.

Our high-performing reproductive health research initiative seeks a new team member to help us work effectively and strengthen our impact. CORE is looking for an organized, detail-oriented, and proactive Program Coordinator to provide administrative, operational, and communications support across CORE's research, engagement, dissemination, and training efforts. This role plays a key part in maintaining strong systems, clear processes, and reliable follow-through. The Program Coordinator will also assist with grant management, plan and implement events, and coordinate with campus and external partners.

CORE is an organization built for this moment. We research and share evidence about Wisconsinites' access to abortion and contraception. We aim to inform policies and programs so that all Wisconsinites may live with reproductive autonomy – the right and power to make decisions about their reproductive health and access desired services without barriers, interference, or coercion. Learn more about CORE here:

<https://core.wisc.edu/>.

Interested in the position but not sure if you qualify? Ask! Many excellent candidates talk themselves out of a position when they would be terrific for the job. Drop us a note at [core@obgyn.wisc.edu](mailto:core@obgyn.wisc.edu) to check whether you should apply.

### Job responsibilities

The [Jobs at UW posting](#) for this position lists typical responsibilities associated with the [Administrative Manager](#) job profile. Here, we provide the specific responsibilities for this position.

#### Administrative coordination and internal communications support

- Provides general office support, including managing supplies, office equipment, shipping, mail, and facility maintenance
  - Helps coordinate communications on internal collaboration platform and other mechanisms
  - Coordinates activities of [CORE Lab](#)
  - Responds to or triages requests for information
  - Coordinates student and trainee inquiries about opportunities at CORE
  - Represents CORE at department, school, and campus administrative meetings and reports back to CORE leadership
  - Provides administrative support for CORE Director, including scheduling, maintenance of professional profiles and databases, and other duties
  - Coordinates requests with campus services
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## **Financial monitoring and purchasing**

- Assists in monitoring and tracking budgets/spending
- Coordinates travel, event registration, and reimbursement
- Coordinates purchasing, including supplies, honorariums, invoices, business meals, and memberships

## **Meetings, events, and logistics**

- With other staff, plans, implements, and evaluates CORE-led and -sponsored events
- With leadership, organizes staff meetings
- Identifies and secures meeting space
- Schedules and coordinates meetings and visitors
- Prepares, orders, and disseminates materials for meetings and events
- Prepares and disseminates meeting notes

## **Research support**

- Supports research administration, including coordinating invoices and participant remuneration
- Conducts searches for information, evidence, and data
- Compiles and organizes information, evidence, and data
- Completes literature searches; obtains articles; manages references
- Assists with preparation of various research products, including compiling information; preparing tables, figures, and graphics; formatting; and editing

## **Reports and presentations**

- Tracks publications, products, presentations, and activities
- Assists in the preparation of progress reports and deliverables
- Assists with preparation of presentations and reports

## **Operational systems**

- Develops and implements systems to manage and streamline operations
- Helps manage calendars for CORE

## **Funding proposals**

- Assists with preparation of grant proposals, including compiling information, running reports, facilitating requests for information, preparing graphics, formatting, and editing

## **Team human resources support**

- Supports the on- and off-boarding of staff and trainees
  - Support CORE recruitment, including job posting and scheduling and coordinating interviews
  - Recruits, onboards and supervises undergraduate interns and student workers
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# Qualifications

## Required qualifications

- Bachelor's Degree
- Clear and professional verbal and written communication
- Strong ability to manage multiple tasks, deadlines, and competing priorities
- Resourcefulness in resolving issues and improving processes
- Thoughtful, deliberate, organized, and detail-oriented approach to work
- Demonstrated ability to build strong, trusting relationships with diverse stakeholders in a professional setting
- Ability to work both independently and collaboratively in a team setting
- Proficiency with office software, including spreadsheets, project management platforms, and databases.
- Responsive, solutions-oriented, proactive, and reliable work style
- Commitment to CORE's mission to advance reproductive equity, particularly improving access to abortion and contraception

## Preferred qualifications:

- Lived or professional experience working with communities that experience health inequities
- 2+ years of experience in program coordination, project management, or a related role
- Familiarity with policies and practices affecting reproductive health, rights, and justice in Wisconsin and/or other US states

## Percent time

The position is available at 80-100% FTE.

## Compensation

The expected salary range for this position is \$56,112 up to \$70,000 for highly experienced candidates. Actual pay within this range will depend on experience and qualifications.

## Remote status

We expect the Program Coordinator to be in-person on the UW-Madison campus three days a week, with an option of working remotely on the other days.

## To apply

For more information and to apply for the position, please go to this [Jobs at UW page](#). The position closes on May 12, 2026 at 11:55 PM CST.