



RESEARCH ASSOCIATE

Full time - Non-exempt



ABOUT NAF

Ataxia is a rare neurological disease affecting tens of thousands of people in the US and many thousands more around the world. It is progressive, affecting a person's ability to walk, talk, and use fine motor skills.

The National Ataxia Foundation (NAF) was established in 1957 to help persons with Ataxia and their families. Our mission is to accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia. NAF's vision of a world without Ataxia will be accomplished through our primary programs of funding Ataxia research, providing vital programs and services for Ataxia families, and partnering with pharmaceutical companies in the search for treatments and a cure. We work closely with the world's leading Ataxia researchers and clinicians, promoting exchanges of ideas and innovation in Ataxia discovery.

Company Profile

Location
Minneapolis, MN

Size
21 staff members

FY 2024 Revenue
\$7.1 million



VISION

A world without Ataxia.

MISSION

To accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia.

ENSURING THAT NO ONE EXPERIENCES ATAXIA ALONE, UNTIL NO ONE EXPERIENCES ATAXIA, PERIOD.

Core Values

NAF's values are grounded in our passion and empathy for the Ataxia community.

- **Caring** – We respect one another and those living with Ataxia.
- **Motivated** – We use our passion to inspire our community to act NOW!
- **Collaborative** – We evolve together and support each other to achieve our mission.
- **Impactful** – We listen to our members to build creative, meaningful programs.
- **Accountable** – We are transparent in our words, actions, and results.





FISCAL YEAR 2024 HIGHLIGHTS

- **\$3.5M+** spent on research and drug development initiatives
- **\$1.6M+** spent on education and support programs
- **80%** of our expenses **directly support** the programs we offer
- **18 Ataxia research grants** awarded
- **581 local support group meetings** hosted
- **94 advocacy meetings** with members of Congress
- **56 clinicians trained** at NAF's Ataxia Clinical Training
- **34 NAF Ataxia Centers of Excellence** around the world

WAYS WE FULFILL OUR MISSION





POSITION DETAILS



Research Associate

Reports to Director of Patient Engagement
Full Time, Non-exempt

Compensation
\$45,000 to \$55,000

Location

All work is performed remotely. Applicants must have reliable internet service from their location.

Position Summary

The Research Associate provides essential administrative and project support to ensure the smooth and efficient functioning of the research department. This role supports all operational aspects of the team, including scheduling meetings, preparing documents and presentations, coordinating email communication, assisting with special projects, and generally supporting department initiatives. The primary focus of this position will be supporting Patient Engagement initiatives, as well as activities connected to the NAF Drug Development Collaborative.

This is an ideal position for a detail-oriented individual who excels at logistics, communication, and technology. The Associate works under close and regular supervision of the Director of Patient Engagement, consistent with NAF's Associate-level expectations.

Qualifications

Required

- Associate degree, community college diploma, or related work experience in office administration.
- Strong proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.



Qualifications

Required (continued)

- Extensive experience with Zoom (meetings, webinars, breakout rooms, screen sharing, recordings).
- Excellent written and verbal communication skills in English.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Ability to work independently in a remote environment.

Preferred

- More than 3 years of experience in an administrative role.
- Written and verbal fluency in a language besides English is an asset.
- Experience in rare disease, neurology, or chronic illness communities is an asset.



Core Competencies

To be successful in this role, candidates should possess the following skills:

- **Empathy and Compassion** – Passionate about enhancing the quality of life for individuals and families impacted by Ataxia. Exhibits a keen ability to empathize with others, approaching all interactions with kindness and a deep concern for the well-being of the Ataxia community.
- **Communication** – Clear, professional writing and the ability to communicate effectively with staff and stakeholders.
- **Interpersonal** – Has the ability to engage professionally and effectively with both colleagues and members of the Ataxia community, fostering positive interactions.
- **Cultural** – Demonstrates a deep respect for diversity in all its forms, including race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability or disability, and religious or political beliefs.
- **Organization** – Ability to track multiple tasks, manage timelines, and maintain accurate documents.
- **Technical** – Experience with, or the aptitude to quickly learn software such as project management tools, donor databases and other software is essential.



Key Responsibilities

Administrative & Meeting Support

- Schedule and coordinate Zoom meetings, webinars, and internal team meetings.
- Prepare meeting materials, agendas, slides, and follow-up communications.
- Take meeting notes and distribute action items.
- Maintain accurate departmental calendars and timelines.

Communication & Coordination

- Manage departmental email communication, including drafting responses, tracking follow-ups, and organizing information.
- Serve as a first point of contact for internal staff and external stakeholders.
- Assist with assembling reports, presentations, and written materials.

Project & Program Support

- Support department initiatives by tracking tasks, deadlines, and progress.
- Assist with special projects assigned by the Director of Patient Engagement.
- Collect and organize data and documentation required for program activities.
- Assist with conference preparation, webinars, or community events as needed.

Data & Document Management

- Maintain organized digital files in SharePoint and related platforms.
- Support the creation of simple reports using Excel or other tools.
- Assist with compiling information for leadership and cross-departmental projects.
- Document internal processes to standardize various operational protocols.

Additional Duties

This is a remote position, with occasional travel. If the applicant does not live in the Minneapolis/St. Paul area, quarterly travel will be required. All travel expenses are paid. Reasonable accommodation will be made for individuals with disabilities to perform essential job functions.



Benefits Offered

- Medical, Dental and Vision Insurance
- Healthcare flexible spending accounts, FSA or HSA
- Employer-paid basic term life insurance
- Short-term and long-term disability
- Paid parental leave program
- Sick Leave, earn up to one day per month
- Vacation, 15 days per year (20 days after 5 years of service)
- 9 paid holidays plus annual office closure between Christmas and New Year's
- 401(k) plan with employer match



How to Apply

To apply, email your cover letter and resume to **Dr. Celeste Suart** at research@ataxia.org. Please note "Research Associate" in the subject line.

EEOC Statement

NAF is committed to equal employment opportunity. We do not discriminate in recruitment, hiring, or any other employment practices for reasons of race, color, gender, religion, national origin, gender identity, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.