

dStigmatize Associate Job Description

About The diaTribe Foundation

An estimated 33 million adults in the US are now living with diabetes, and 784 million adults worldwide are expected to have diabetes by 2045. Because there is no single solution to the diabetes epidemic, the diaTribe Foundation uses multiple strategies to improve the lives of people with diabetes through education, advocating for action, and convening and collaborating with multiple stakeholders across the diabetes ecosystem.

As a growing national nonprofit organization, we are working to create political and cultural shifts to make reducing the burdens of diabetes, or eliminating the disease entirely, a priority for industry, healthcare professionals, governments, nonprofits, and people with diabetes and their loved ones. Our weekly news publication, Learn – with over 585,000 subscribers and our website diatribe.org, which reaches nearly 6 million people every year — educates and supports people with diabetes and the people who care about them to live happier, healthier, and more hopeful lives. In addition, we seek to amplify the voices of people with diabetes to regulatory and policy makers. Finally, as a highly networked and deeply respected organization, we convene the brightest minds across many different sectors to better understand and address the current barriers to diabetes care and better quality of life.

About ‘dStigmatize’

In 2022, the diaTribe Foundation launched the **dStigmatize program** to coordinate our advocacy efforts aimed at addressing diabetes stigma and discrimination. The program collaborates often with university researchers, clinicians, professional medical societies, industry, and the diabetes community to advance the awareness of diabetes stigma and create interventions that seek to reduce the impact of it.

We are looking for a dynamic and energetic individual to join our team. The **dStigmatize Associate** will report to the dStigmatize Program Director and will play a crucial role in academic research, advocacy, content creation, and communications, supporting a global effort to extend the reach of our message to healthcare professionals and the general public.

PRIMARY ROLE RESPONSIBILITIES

- Monitor latest research, evidence, trends, and topics around diabetes stigma to summarize and integrate into working body of research, communications, and digital content
- Analyze qualitative and quantitative data from academic research and translate findings for internal and external audiences
- Conduct academic literature reviews and original or collaborative research and prepare and submit manuscripts to scientific journals and abstracts to scientific

conferences

- Translate scientific research and distill it into layperson's language, make it actionable into resources for the general public and health professionals
- Collaborate with our in-house editorial team to ensure relevant articles are written and published about diabetes stigma
- Assist in a social media content strategy plan and / or creating the actual content
- Demonstrate awareness of social media trends and culture in Diabetes Online Community
- Collaborate with healthcare leaders to elevate engagement and education
- Write, edit and/or design briefs that promote advocacy efforts, including outreach
- Attend or lead meetings with professional organizations, advocacy groups and universities to further our cause
- Perform administrative duties (approximately 20% of time) that include: note-taking, scheduling meetings, email correspondence
- Other duties and projects as needed

QUALIFICATIONS

- Bachelor's degree (ideally in the life, health or social sciences)
- 1-3 years professional experience as a coordinator, research assistant, content creator, or program manager
- Experience working in the health or behavioral/mental health industry, academia, research institutions or in a startup environment will be considered a plus
- Self-motivated and eager to learn about diabetes
- Strong preference for those with knowledge of Mailchimp, Wordpress, and Canva
- Strong preference for those with experience with academic writing, research methodology, etc.
- Ability to occasionally travel to attend scientific conferences to present, network, meet with funders, and present our content and research
- Demonstrated knowledge of and commitment to DEI&A
- Strong preference for candidates located in, or willing to relocate to, San Francisco or the surrounding Bay Area and work in-person at diaTribe's San Francisco offices.

SOFT SKILLS:

- Collaborative, a team player, and able to interact with a variety of people
- Highly motivated, flexible, resourceful, well-organized and detail-oriented
- Must be able to thrive in a fast-paced, growing organization
- Demonstrated excellence in organizational, project management, and oral/written communication skills
- This role will be external-facing: you must be able to network effectively, be a strong and passionate advocate for our program and act as a 'face' for the organization
- Able to prioritize and work calmly under pressure of deadlines

- Fun, can-do, humble attitude

OTHER REQUIREMENTS

- Must be able and willing to travel occasionally – domestic and international
- On occasion (4x per year) must be able to work early on international time to attend the WHO Global Diabetes Compact Forum – an international meeting with diabetes advocacy groups to share ideas, information and views that help advocate for people with diabetes.

COMPENSATION

The salary for this full-time position is \$75,000. In addition to salary, the compensation package includes generous benefits:

- Generous healthcare and dental, vision, disability, and life insurance benefits
- 401(k) with 3% match
- Gym membership subsidy and yoga and mindfulness subsidy
- Two weeks paid vacation, 10 paid holidays, two personal days; office closed between Christmas Eve and New Years
- One day paid for volunteer pursuits

The diaTribe Foundation seeks to build a team that reflects the diversity we celebrate in our nation and community. We welcome and encourage all qualified applicants who share our vision, as we want to engage all those who can contribute to our work and this mission. We encourage individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law.

APPLICATION AND INTERVIEW PROCESS

Please send a cover letter and resume to Matthew Garza at stigma@diaTribe.org.

There may be up to a total of 3 interviews: a 30 minute screener and two 45-60 minute interviews. Additionally, there will be one writing/content creation exercise to assess your communication, information translation, creative, and writing skills. We strive to update you timely as we move through each phase of recruitment.

Any offers are contingent upon a candidate producing three professional references.