5820 Oberlin Dr, Suite 202 San Diego, CA 92121

Clinical Research Coordinator – Translational Research Program

Position Title: Clinical Research Coordinator
Department: Clinical Research
Reports To: Chief Scientific Officer
Location: LA
Status: Full-Time

About CureScience

CureScience Institute is a translational research and precision medicine organization focused on advancing personalized approaches for cancer, neurological disorders, immunotherapy, and complex disease. Through research, bioinformatics, clinical collaborations, and patient-centered education, CureScience works to help accelerate access to innovative treatment insights and scientific advancement.

Position Summary

The Clinical Research Coordinator supports the execution and coordination of translational research studies, clinical programs, and precision medicine initiatives at CureScience Institute. This role is responsible for coordinating study-related activities, maintaining research documentation, supporting regulatory compliance, and ensuring efficient communication between patients, investigators, sponsors, and research staff.

The ideal candidate is highly organized, detail-oriented, and eager to work in a collaborative, fast-paced, and mission-driven environment. This individual will play an important role in advancing CureScience's translational research efforts by helping facilitate high-quality research operations and patient-centered study coordination.

Key Responsibilities

Clinical Research Coordination

- Coordinate day-to-day activities related to clinical and translational research studies
- Assist with patient screening, enrollment, scheduling, and study follow-up activities
- Maintain study calendars, timelines, and research tracking systems

- Coordinate communication between investigators, laboratory personnel, sponsors, and research participants
- Ensure protocol adherence and support timely study execution

Regulatory & Compliance Support

- Maintain accurate and organized regulatory binders, study files, and research documentation
- Assist with Institutional Review Board (IRB) submissions, renewals, amendments, and reporting requirements
- Ensure compliance with Good Clinical Practice (GCP), HIPAA, institutional policies, and applicable regulatory standards
- Document protocol deviations, adverse events, and study-related communications as required

Patient & Participant Coordination

- Serve as a point of contact for research participants and caregivers throughout the study process
- Coordinate informed consent processes and patient scheduling activities
- Support collection and organization of medical records, laboratory data, and study documentation
- Maintain professional, compassionate, and timely communication with participants and clinical teams

Data & Study Management

- Enter, organize, and maintain accurate clinical research data and study records
- Assist with data collection, source documentation, and database management
- Support preparation of study reports, summaries, and sponsor communications
- Help maintain quality assurance and data integrity across research activities

Operational & Research Support

- Assist with specimen tracking and coordination related to translational research studies
- Support internal operational workflows related to research and precision medicine initiatives
- Contribute to process improvement and operational efficiency efforts

- Assist with scientific reports, grant-related activities, and research presentations as needed
- Perform additional duties as assigned in support of CureScience's research mission

Qualifications

Education & Experience

- Bachelor's degree in biological sciences, health sciences, public health, nursing, or related field preferred
- Previous experience in clinical research coordination, healthcare operations, or translational research preferred
- Familiarity with clinical research regulations, GCP, IRB processes, and research documentation preferred
- Experience working in oncology, precision medicine, or academic research environments is a plus
- Strong understanding of patient confidentiality and regulatory compliance standards

Skills & Abilities

- Strong organizational skills with exceptional attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple projects and deadlines in a fast-paced environment
- Professional and compassionate interpersonal skills
- Strong problem-solving and critical-thinking abilities
- Proficiency with Microsoft Office Suite and clinical/research data systems
- Ability to work independently while collaborating effectively within a multidisciplinary team

Work Environment

- On-site position within a collaborative and mission-driven translational research environment
- Opportunity to contribute to innovative clinical research and precision medicine programs
- Fast-paced organization focused on scientific advancement and patient impact

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Compensation

Compensation will be commensurate with experience, education, and qualifications.

To Apply

Please submit your resume/CV and a brief statement of interest to:

chris@curescience.org

Chris Schuler | Interim Executive Director, Director of Philanthropy