



GP2 Project Manager Description

Apply by November 7, 2025.

What is GP2?

The Global Parkinson's Genetics Program ([GP2](#)) is an international effort with the goal of dramatically expanding our understanding of the genetics of Parkinson's disease and to accelerate the development and deployment of effective therapeutics. Through GP2, we aim to generate genetic data on at least 250,000 people worldwide, with an emphasis on historically underrepresented populations, to develop up-and-coming researchers and clinicians, and to support sustainable resources around the world. Within GP2, Project Managers utilize their strong background in scientific research to manage the extensive GP2 research portfolio. PMs serve as the main point of contact for cohorts, project teams, and service providers, and communicate information to GP2 leadership to ensure the program stays on task, within scope, and on time.

Core Responsibilities

- **Detailed Note-Taking:** Meticulous documentation of meeting discussions, decisions, and action items to maintain a clear record of project activities.
- **Action Item Tracking:** Diligent monitoring and follow-up on assigned action items to ensure accountability and timely completion.
- **Meeting Summaries:** Preparation and distribution of concise and informative meeting summaries to all relevant stakeholders, highlighting key points and next steps.
- **Barrier Identification:** Proactive identification of potential obstacles or challenges that may impede project progress.
- **Solution Provision:** Development and implementation of effective solutions to address identified barriers and maintain project momentum.

Project Goals and Objectives

The overarching goal of the PM is to facilitate the achievement of project milestones, the generation of high-quality deliverables, and adherence to the established project timeline. This includes:

- **Milestone Tracking:** Regular monitoring and reporting on project progress against key milestones to ensure projects stay on track.
- **Deliverable Management:** Overseeing the production and delivery of project deliverables to meet quality standards and deadlines.
- **Timeline Adherence:** Ensuring that project activities are executed within the agreed-upon timeframe and escalating any potential delays.
- **Progress Communication:** Maintaining open and transparent communication with GP2 leadership regarding project status, achievements, and challenges.

Additional Responsibilities

In addition to core project management tasks, the PM will also:

- **Maintain Awareness of GP2 Initiatives:** Stay informed about ongoing efforts and initiatives within GP2 to identify potential synergies and collaboration opportunities.



- **Leverage Scientific Background and Domain Knowledge:** Apply their scientific expertise and domain-specific knowledge to proactively anticipate and address potential project issues.
- **Coordinate Sequencing and Genotyping:** Provide logistical support to cohorts sending samples to Psomagen for sequencing and/or genotyping. This includes making go/no-go decisions on sample QC reports, communicating with cohorts and Psomagen on incoming samples, tracking submitted samples, and submitting order forms.

Key Qualifications

The ideal PM will possess:

- **Strong Scientific Background:** A solid foundation in scientific principles and research methodologies.
- **Sufficient Domain Knowledge:** Expertise in the relevant field or domain to effectively understand project complexities and potential challenges.
- **Problem-Solving Skills:** The ability to identify and analyze problems and develop creative and practical solutions.
- **Communication and Interpersonal Skills:** Excellent communication and interpersonal skills to foster collaboration and build strong relationships within GP2.
- **Organizational and Time Management Skills:** Strong organizational and time management skills to effectively manage multiple tasks and priorities.

Specific tasks:

- Manage research portfolio of 15+ projects within GP2, including creating Gantt charts to track milestones and deliverables, meeting at least monthly with the project team to discuss progress and setbacks, providing detailed notes and action items to all project members after each meeting, and keeping each project google drive organized and updated
- Ensure that all aspects of each project and group adhere to GP2 regulations. This includes, but is not limited to, compliance with financial guidelines, ethical standards, reporting requirements, data management protocols, and any other relevant GP2 policies and procedures
- Update project and working group/interest group pages on the Hub with progress and important outputs
- Provide regular updates for the quarterly GP2 newsletter about project opportunities, working group updates, and any other relevant information
- Assist with guiding each project team through the publication process, including setting up presentations, sending data/code and manuscript documents to the appropriate working groups, and submitting manuscripts for compliance review
- Attend and lead monthly working group and/or interest group meetings to assist with note taking, presentation logistics, and learn about ongoing GP2 activities
- Review new data access requests through AMP-PD and Verily Workbench
- Provide logistical support when needed for GP2 annual and regional meetings, such as assisting with attendee check-in, note-taking, and tracking action items through the meetings, set up and tear down
- Attend regular meetings with GP2 leadership to report on each project in their portfolio, noting main accomplishments and setbacks
- Maintain regular contact with the lead PM to provide updates on project progress, challenges, and



successes. Ensure alignment with overall project goals and strategic direction

- Actively participate in discussions with the lead PM to identify and address potential roadblocks, propose solutions, and escalate critical issues as needed

Minimum requirements:

- PhD or other advanced degree in neuroscience, genetics, biology, biochemistry, or related field
- At least 3 years of project management experience
- Proficiency with Microsoft Office and Google Suite products
- Strong communication and interpersonal skills to foster collaboration and build strong relationships across the GP2 network.
- Strong organizational and time management skills to effectively manage multiple tasks and priorities simultaneously