



Neuromatch, Inc.
9450 SW Gemini Dr, PMB 70309
Beaverton, Oregon 97008
United States

Program Coordinator, Neuromatch Academy

Time zones and location: This position is fully remote. You can work from a location outside the US, and global applications are highly encouraged. However, we expect team members to be available to attend regular weekly meetings virtually within US and European business hours. We are unable to hire candidates from Iran, Cuba, or Crimea due to US Sanctions. *You must have work authorization in the country you want to work in.*

Salary: \$48,000–\$54,000 USD for US-based candidates, based on skills and experience. We use a geography-based compensation strategy, which adjusts salaries based on the cost of living and market rates in a specific country. You can see our full pay policy [here](#).

Terms: Full-time or part-time (minimum 0.6 FTE) would be considered. The appointment is for an initial fixed 12-month term with possibility of extension contingent on funding and performance.

Benefits:

- 4.5% employer-matched 401(k) or equivalent pension contributions, depending on location
- Health and dental benefits, depending on location
- Unlimited time off / annual leave and paid parental leave
- Summer closure days: usually the last week of July
- Winter closure days: usually the week between Christmas and the New Year
- Fully remote and highly flexible working
- Professional development opportunities to support your career growth
- Annual in-person core team retreat (previous years in Lisbon, Portugal & Oxford, United Kingdom)

You can learn more about working at Neuromatch on [our website](#).

Start date: We aim to fill this role by **October 2026**, with some flexibility depending on the selected candidate's availability.

Priority Deadline: Wednesday, 2 September 2026

First-round interview date: Mid-September

About Neuromatch

Neuromatch is a nonprofit organization dedicated to training the next generation of global computational research leaders. Our mission is to accelerate scientific innovation by facilitating inclusive, collaborative, and global participation in the computational sciences. We do this through high-quality education, career development programs, and field-building initiatives at the intersection of computational science, AI, and neuroscience — accessible to everyone, everywhere. We are best known for our flagship program, [Neuromatch Academy](#), which offers online courses in computational neuroscience. Over the past six years, these programs have empowered more than 13,000 students from over 135 countries.

In addition to our educational initiatives, Neuromatch actively supports the career development and mentorship of early-career researchers through our [Impact Scholars Program](#) and our [AI Sentience Scholars Program](#) (AISS). We are also pioneering efforts to advance interdisciplinary research that leverages computational or AI approaches through our field building strategy. Neuromatch leads [MEXA](#) (Mental Health x AI), supported by Wellcome, a global research platform designed to drive innovation in mental health research by leveraging artificial intelligence and computational sciences.

Role Summary

The Program Coordinator will support the Program Director in running [Neuromatch Academy](#) — our flagship suite of intensive courses in Computational Neuroscience, NeuroAI, and Deep Learning. Each course runs synchronously online every July, pairing hands-on tutorials with project-based learning, and is delivered by dedicated teaching assistants. Collectively, the courses reach 1,200–1,500 students each year, supported by 100+ teaching assistants. Running in parallel is a programme of synchronous career development events for students, which this role helps coordinate and deliver. Alongside the annual courses, you'll also help shape what comes next, including a new Computational Behaviour course launching in 2027 and a pilot NeuroAI for high school students.

The role brings together three strands of work: coordinating the volunteer teams and logistics that plan and deliver the Academy; providing administrative support across the planning cycle; and leading the data analysis that turns applications, daily surveys, and end-of-course evaluations into insight for decision-making and impact reporting. You'll work closely with Course Directors and volunteer leadership, and serve as a year-round point of contact for students and prospective students.

Key Responsibilities

1. Academy Program Coordination

- Work with the Program Director and Course Directors across Neuromatch Academy's four courses to provide administrative and evaluation support.
- Respond year-round to students and prospective students via support email and Discord.

- Oversee the Academy's Professional Development and Student Experience departments, working with volunteer leadership to ensure a high-quality student experience and a rich schedule of professional development activities.
- Support the annual student and teaching assistant selection processes.
- Manage student pods during the course, including check-ins and re-podding where required.
- Organize and maintain Academy documentation and wiki pages.
- Take on additional Academy administrative tasks where required.

2. Academy Impact Reporting & Data Analysis

- Manage the annual student and teaching assistant evaluation surveys end-to-end—updating them each year, running them during the Academy, and supporting the resulting analysis and reporting.
- Clean, merge, and interpret large, multi-year datasets from applications, daily surveys, and end-of-course evaluations, and develop standard definitions, metrics, and methods to ensure consistency across years and programs.
- Perform data analysis across all Academy courses—and other Neuromatch programs where required—to assess program impact.
- Create dynamic, interactive visualizations and reports for leadership, partners, and the community.
- Support the Program Director and Course Directors in using data to guide decisions and improvements.
- Lead the Academy's contribution to Neuromatch's annual Impact Reporting, and assist with data analysis for the organization's wider programs.

Desired Skills & Experience

- Bachelor's degree in a relevant field (or equivalent professional experience); a Master's or PhD is preferred, ideally in computational neuroscience or a related discipline.
- Familiarity with Neuromatch as a volunteer, student, or in a similar capacity (desirable).
- Intermediate experience in data analysis, including cleaning, merging, and interpreting multi-year datasets.
- 1–2 years of experience coordinating projects or programs, ideally in an academic, nonprofit, or research setting.
- Strong organisational skills and the ability to manage multiple parallel projects.
- Ability to learn new systems quickly and maintain clear process documentation.
- Excellent written and verbal communication skills, with the ability to convey ideas clearly in English (fluency is less important than clarity, as Neuromatch works in English).
- Proficiency with Python, Google Colab, GitHub, and Jupyter Book.
- Comfort working in a remote, international team environment; a willingness and ability to understand and accommodate cultural and personal differences.
- A stable internet connection capable of supporting video conferencing and streaming.
- Availability to work full-time during Neuromatch Academy, annually end of June through July.

Why Join Neuromatch?

- *Mission-Driven Impact:* Contribute to a global initiative dedicated to making computational science accessible to everyone, everywhere.
- *Collaborative Culture:* Be part of a passionate, diverse, and inclusive team that values innovation, equity, and shared success. We hold annual in-person retreats to strengthen collaboration, foster team building, and engage in strategic planning.
- *Flexible Work Environment:* Enjoy the freedom of fully remote work with a strong emphasis on work-life balance.
- You can learn more about working at Neuromatch on [our website](#).

How to Apply

Please submit a CV or resume and one-page cover letter describing your interest and relevant experiences here: <https://airtable.com/appBGDTJHklggEahl/shrlFDsVRixlFrL9r> by the priority deadline of **Wednesday, 2 September 2026 (23:59, Anywhere on Earth – AoE)**. Neuromatch is committed to building a diverse, equitable, and inclusive workplace. We strongly encourage applications from individuals of all backgrounds, identities, and career paths. If you are excited about the role but do not meet every listed qualification, we encourage you to apply.