



Job Title: Program Coordinator (entry level)
Reports to: Program Director and/or Program Manager
Date: August 2019
FLSA: Exempt

Company Overview

ACHL's mission is to design, develop, and implement quality continuing education activities that will have a positive influence on the way healthcare is practiced improving the quality of care provided to patients. Our team members collaborate with expert clinicians, professional societies, academic institutions and patient advocacy groups to develop innovative and responsive education that improves healthcare delivery and patient outcomes. From educational design, to program implementation, program awareness and measuring educational effectiveness, our team strives to deliver exceptional education across a variety of therapeutic areas. Please visit our website at www.ACHLcme.org to learn more about our company.

Job Summary

ACHL seeks an energetic, hands-on individual to join our team and support program development in a fast-paced environment. This position offers excellent exposure to all aspects of the business, from covering the smallest details to big-picture planning. The successful candidate will work directly with senior program team members to ensure project deliverables fall within quality, scope and budget parameters. Most program coordinators move on to independently managing programs within 2 years.

Job Benefits

- 16 annual PTO days for new employees (prorated based on start date) up to 21 days after 3 years employment and 26 days after 8 years
- 14 holidays and 1 floating holiday
- Optional summer hours program
- Real-time matching of 401k contributions, up to 50% of the first 6% of your wages
- Competitive health benefits including employer reimbursement for health deductibles
- Pre-tax commuting
- Bi-yearly team events
- Centrally located in the Chicago loop

Essential Duties and Responsibilities

- Monitor workload to remain effective while being able to multi-task and organize
- Maintain critical dates schedules and provide updates to internal/external stakeholders
- Build and maintain strong relationships with clients, speakers, and educational partners
- Monitor and understand budgeting, financial forecasting and budget reconciliation
- Ask relevant questions and discuss next steps when taking on new assignments to allow for a successful transition
- Deliver accurate proofing of documents and spreadsheets and relay findings of discrepancies
- Discover ways to best approach tasks and locate more efficient ways in which to complete projects
- Database administration for various platforms via reporting, monitoring, and notifying of updates or concerns
- Provide social media management support including content creation, dissemination, and scheduling
- Develop and coordinate program materials, including communications and print materials for attendees and speakers
- Manage sourcing for live activities, including identification of suitable venues relative to budget, size, dates, and attendee accessibility
- Preparation and shipment of program materials and generate CME closing files
- Support on-site meeting coordination – position includes some domestic travel
- Provide Program Manager and/or Program Director with status updates regarding activities and assignments
- Understand and adhere to CME/CE guidelines and ensure they are communicated, understood and followed
- Adhere to ACHL policies and procedures
- Establish and maintain a strong knowledge of the healthcare industry, disease states, and medical education

Qualifications

This is an entry-level position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to consistently meet internal/external deadlines, demonstrate an ability to multi-task in a fast-paced environment, demonstrate a positive manner under pressure, remain flexible to changing requirements, identify

problems and suggest solutions. This role requires excellent interpersonal and communication skills (written & verbal) with the ability to effectively communicate with members of the scientific and non-scientific community.

Education and/or Experience

- Bachelor's degree preferred
- Under two years' experience (Some meeting planning, project management and/or marketing experience a plus)
- Knowledge of Microsoft Office: Excel, Outlook, Word, PowerPoint
- Knowledge of social media platforms: Facebook, LinkedIn, Twitter

Please email resumes to: careers@achlcme.org