



Job Title: Program Coordinator (entry level)
Reports to: Program Director and/or Program Manager
Date: 9/20

Company Overview

ACHL is an independent, full-service, accredited medical education provider that meets the standards of the Accreditation Council for Continuing Medical Education (ACCME) and other healthcare education accrediting bodies. 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. We 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. Visit our website at www.ACHLcme.org to learn more. ACHL is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.

Job Summary

ACHL seeks an energetic, hands-on individual to 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 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.

Qualifications: BA/BS degree or equivalent work experience. This is an entry level position. Must be able to consistently meet internal/external deadlines, multi-task in a fast-paced environment, demonstrate a positive manner under pressure, remain flexible to changing requirements, identify problems and suggest solutions. Requires excellent interpersonal and communication skills (written & verbal) with the ability to effectively communicate with members of the scientific and non-scientific community.

Experience: Under 2 years' experience, some meeting planning, project management and/or marketing experience a plus; knowledge of: Excel, Outlook, Word, PowerPoint, Adobe Acrobat; knowledge of social media platforms: Facebook, LinkedIn, Twitter a plus

Job Benefits

- 16 annual PTO days for new employees (prorated based on start date) up to 21 days after 3 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
- Centrally located in the Chicago loop

Essential Duties and Responsibilities

- Monitor workload to remain effective while being able to multi-task and organize
- Ask relevant questions and discuss next steps when taking on new assignments to allow for a successful transition
- Provide Program Manager and/or Program Director with status updates regarding activities and assignments
- Build and maintain strong relationships with clients, speakers, and educational partners
- 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 tasks
- Database administration for various platforms via reporting, monitoring, and notifying of updates or concerns
- 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 support on-site meeting coordination – position includes some domestic travel
- Understand and adhere to CME/CE guidelines and ensure they are communicated, understood and followed
- Establish and maintain a strong knowledge of the healthcare industry, disease states, and medical education

Please email resumes to: careers@achlcme.org