



Job Title: Program Manager
Reports to: Associate Program Director or Program Director
Date: 09/20

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

The Program Manager will be responsible for managing all aspects of CME/CE programs from inception to completion. Primary responsibilities include coordination of interdepartmental teams, meeting internal and external expectations, establishing strong faculty relationships, and ensuring that programs remain in line with agreed-upon parameters. Responsible for budget development, maintenance and reconciliation, managing external vendors, keeping programs on time and focused on primary objectives, providing ongoing updates to internal and external stakeholders, and overall resource management. This position can be office-based or remote.

Qualifications: BA/BS degree or equivalent work experience, comfort and skill working within a planning team, strong leadership skills, strong organizational and prioritization skills. Proficient in Word, Excel, PowerPoint and Adobe Acrobat

Experience: A minimum of 5 years previous CME/CE provider or healthcare communications project management experience. Knowledge of pharmaceutical or healthcare delivery environments 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

- Build and maintain strong relationships with grantors/clients, faculty members, as well as educational partners
- Maintain and manage timely and professional written and verbal communications with key stakeholders
- Establish and maintain a strong knowledge of the healthcare industry, disease states, and medical education
- Manage and oversee implementation of live meetings, webcast/webinars, digital/virtual web-based programs
- Manage budgeting, financial monitoring/forecasting and reconciliation of individual programs
- Development and management of program materials, including faculty recruitment and ongoing communication, audience generation, content development, digital development, logistics management, registration/participant communication, production materials, supplier performance, and central file management
- Lead project team meetings, schedule and conduct start-up, interim and final team meetings for each project, establish and maintain critical dates schedules, and provide ongoing updates key stakeholders as required on each program to ensure successful management and completion
- Ensure internal and external stakeholder expectations are met
- Work with Program Director to identify resources and new business opportunities
- Assist Program Director in skills development and mentoring of team members
- Understand and adhere to all CME/CE guidelines and ensure they are communicated, understood and followed by teams

Please email resumes to: careers@achlcme.org