Position Description: Program Coordinator

About the job:
IHA is looking for a passionate and organized Program Coordinator to support large scale multi-stakeholder collaboratives IHA is leading. The Program Coordinator will perform a variety of project management tasks and provide administrative support to senior management. This is a unique opportunity to be a part of a team that will lead a big and challenging project that can move the needle on a key health care industry pain point.

Benefits:
- Competitive salary
- Great work environment in convenient location (City Center 12th St BART Station in Oakland)
- Free snacks, tea, coffee, and wine tasting on Friday afternoons; pool/ping pong table in the office
- Subsidized gym membership
- 401K contribution
- 21 paid days off a year + 9 holidays
- Medical/dental/vision coverage
- Commuter benefits

In this position, you will:
- Assist stakeholders and staff through initiative start up, implementation and ongoing operations, which includes:
  - Understanding and responding to participant and project management needs
  - Responding to health plan and physician organization inquiries
  - Developing externally facing communications and content (e.g. webinars, newsletters, emails, website content) to keep participants informed
- Coordinate internal and external program processes and resources
- Manage vendor relationships and oversee supporting work, deliverables, and budget
- Develop a deep understanding of the healthcare system and stakeholder data sources to support program improvements
- Coordinate and manage committee meetings; schedule conference calls; prepare committee meeting materials, including synthesizing information, analyzing data, collecting stakeholder input, drafting memos, and presenting recommendations.
- Provide administrative support primarily for VP, Initiative Lead, ensuring he/she remains organized; manage detailed calendars, meeting scheduling and travel arrangements, incoming and outgoing invoices, expense reports and vendor/consultant agreements; keep contacts database up-to-date.

You have the following:
- BA/BS degree
- 1-3 years experience in health care
- Strong project management skills, including workplan development and project planning; exceptional organization skills
- Excellent interpersonal, collaborative and communication skills; able to interact successfully with people of all levels inside and outside IHA
- Tech-savviness and proficient in Word, Excel, PowerPoint, and Outlook
Ability to anticipate needs, identify issues impeding success, and propose creative, viable solutions. Cope well with ambiguity and changes in direction as solutions are developed

Collaborative working style. Ability to effectively build relationships with staff at all levels. Desire to be helpful in any way needed to support the team, program, and organization

Ability to act on own initiative and make decisions

Sound judgment and discretion when handling sensitive and confidential information

**Bonus if you have:**

- Knowledge of the California health care market
- Experience with data analysis software

US work authorization is a prerequisite to employment for this position.

**Please submit cover letter and resume in confidence** to jobs@iha.org, and include “Program Coordinator” in the subject line.

**About IHA**
The Integrated Healthcare Association (IHA) is a multi-stakeholder leadership group that convenes diverse stakeholders committed to advancing high-quality, affordable, patient-centered care across California and the nation. IHA works with key industry leadership on performance measurement and improvement, incentives and cross-industry collaborations that drive efficiency.

IHA was established as a statewide association in late 1994 and is governed by a 40-member board of directors from California’s leading health plans, physician groups, health systems and hospitals. IHA has a rich history and depth of experience in multi-stakeholder collaboration, performance measurement, and reporting. IHA is a small organization with a strong culture that leads projects with high industry visibility and impact.