



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 leads big and challenging projects that can move the needle on key health care industry pain points.

Benefits:

- Competitive salary
- Great work environment in convenient location (City Center 12th St BART Station in Oakland)
- Free snacks, tea, coffee
- 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, Collaborative 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

Permanent 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.