Center For Health Care Innovation

PROGRAM COORDINATOR, ACCELERATION LAB
CALL FOR APPLICATIONS

Job summary
The Acceleration Lab Program Coordinator is responsible for a range of administrative and communications duties to support the day-to-day operations of the Acceleration Lab, with a primary focus on administrative support and optimization. This position requires a high degree of engagement, resourcefulness, and outstanding communication and organizational skills. We are looking for a detail-oriented, proactive team member eager to work in a dynamic, creative environment.

The Penn Medicine Center for Health Care Innovation facilitates the rapid, disciplined development, testing, and implementation of new strategies to reimagine health care delivery, improve patient outcomes, patient and clinician experience, and reduce the cost of care. We believe the best way to make significant improvements to patient health and health care delivery is to experiment quickly at low cost, only scaling once we find high-impact solutions. The Center provides an exciting and fast-paced opportunity for motivated, entrepreneurial individuals to effect systemic change at Penn Medicine and across the health care industry.

Accountabilities
Administrative support:

- Assist with Acceleration Lab project operations (e.g., scheduling meetings, provision of supplies, meeting preparation, creating and maintaining list-serves, preparing and distributing communications, etc.).
- Provide scheduling assistance for team operations and programmatic needs such as interviews, team meetings, and events.
- Proactively identify and resolve schedule conflicts and room assignments.
- Attend meetings to keep minutes and report out on action items and timelines.
- Prepare and distribute surveys and forms (e.g., staff and participant surveys, program applications, team allocation, and project tracking sheets), compile data, and develop reports and presentations for communication to Center leadership and staff, including some basic analysis.
- Collaborate to improve administrative and operational functions at the Center.
- Other duties as assigned to support the Center.
Event planning:
- Assist with event planning, including management of all logistics within time limits (e.g., scheduling, locations, provision of supplies, catering, liaison with vendors and stakeholders, event set-up/tear-down, and other duties as required).
- Proactively handle any arising issues and troubleshoot emerging problems to ensure event delivery and participant satisfaction.

Qualifications
High school diploma or GED and 4+ years relevant work experience or BA/BS degree and 1+ year of relevant work or internship experience

Logistics
Work location: 3600 Civic Center Boulevard, Philadelphia, PA
Hours: 20 hours per week
Rate: $20 - $25 per hour based on qualifications

To apply
Email your resume (required) and cover letter (strongly preferred) to:

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