<table>
<thead>
<tr>
<th><strong>Position:</strong></th>
<th>Program Coordinator</th>
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</thead>
<tbody>
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<td><strong>Reports To:</strong></td>
<td>Program Director</td>
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<tr>
<td><strong>FLSA Category:</strong></td>
<td>Non-Exempt</td>
</tr>
<tr>
<td><strong>Classification:</strong></td>
<td>Regular, Part-time</td>
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</tbody>
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## ABOUT CMTP

The **Center for Medical Technology Policy** (CMTP) is an independent nonprofit dedicated to developing a health care system where everyone has the evidence they need to make informed health decisions. We believe that improvements in the quality and relevance of health research can change the trajectory of rising healthcare costs while sustaining innovation.

As thought leaders in comparative effectiveness research (CER) and patient-centered outcomes research (PCOR), we work with a national and international network of patients, patient advocates, clinicians, policymakers, and payers to transform clinical research, provide methodological guidance, and shape health policy. With funding from government, industry, and foundations, CMTP breaks down traditional silos that too often divide researchers from patients and the real-world healthcare questions that need answering.

The impact we seek:

**Better Evidence**
- Research that meaningfully involves all key healthcare stakeholders.
- Evidence reflective of real-world patients and practices.

**Better Decisions**
- Innovative, high-value technologies rapidly adopted and appropriately used in an increasingly resource-constrained environment.
- Evidence-based clinical advice delivered by health professionals and guideline committees.
- Coverage and reimbursement decisions based on value.

**Better Health**
- Improved public trust in research
- Less uncertainty in everyday healthcare.

For more information, please visit [www.cmtpnet.org](http://www.cmtpnet.org).
POSITION SUMMARY
Under the direction of the Program Director, the Program Coordinator will assist the Program Director, Research and Project Managers in a variety of projects and initiatives involving multiple stakeholders, such as patients, clinicians, health plans representatives, and life science industry manufacturers.

RESPONSIBILITIES
- Assist Program Director in tracking project budgets and timelines
- Maintain databases of stakeholders and sponsors
- Schedule meetings, teleconferences, interviews, and webinars and track participants
- Coordinate logistics for CMTP meetings and correspond with meeting attendees
- Assist with meeting planning, which may include assembling meeting materials, visiting prospective hotels and conference centers, communicating with vendors, and other duties
- Respond to queries from stakeholders and meeting participants
- Provide technical assistance to external collaborators accessing online project/program materials, websites, survey links, Doodle polls, Zoom or Teams meetings, etc.
- Prepare and send project and program communications; ability to use LinkedIn, Twitter, and other social media tools for communication desirable
- Administer and track online surveys
- Assist in finding valid information online to support projects
- Act as effective ambassador for CMTP, explaining to outsiders CMTP’s mission, impact goals, major programs and how they can get involved with the organization
- Be proficient in CMTP endorsed applications needed to perform job
- Demonstrate CMTP’s core values: Impact, Excellence, Collaboration, Knowledge, and Innovation
- Perform other duties as assigned

COMPETENCIES
- Analysis – Solves problems through analytical processes and reasoning
- Consistency and Reliability
- Time Management – Prioritizes tasks and project needs based on deliverables and deadlines
- Multitasking – Ability to support more than one project and maintain core responsibilities at the same time
- Judgment and Decision Making - Considers the relative costs and benefits of potential actions to choose the most appropriate one
- Active Listening - Gives full attention to what others say, takes time to understand the points being made, asks questions as appropriate
- Verbal Communication - Conveys information and ideas effectively; listens to and understands information and ideas presented through spoken words and sentences
- Written Communication - Conveys information and ideas effectively; understands information and ideas presented through written communications
- Problem Sensitivity – Discerns when problems exist or are likely to occur and reacts appropriately; understands the need for urgency
- Team Collaboration- Works effectively and cohesively with co-workers and external stakeholders

EXPERIENCE AND EDUCATION
- Bachelor’s degree in business, communications, marketing or related field
- Minimum of two years work experience in a professional environment
- Proficiency in Microsoft Office required
- Experience with Microsoft CRM or other database systems preferred
- Experience with SharePoint, OneDrive, and other web-based storage/communication platforms
- Excellent verbal and written communication skills required
• Superior attention to detail essential
• Proactive, self-motivated personality with a willingness to learn
• Ability to work both independently and as part of a team in a fast-moving environment

PHYSICAL DEMANDS AND WORK ENVIRONMENT
• Continuous standing, walking, and sitting throughout the day.
• Some travel may be required, including out of state.
• Some light lifting of up to 25 pounds may be required.
• Continuous typing and viewing of a computer screen may be required.
• Must be able to calmly and effectively work with high stress situations.