



Program Assistant, Management Consulting Practice

About Point-of-Care Partners

[Point-of-Care Partners](#) (POCP) is a leading management consulting firm assisting healthcare organizations in the evaluation, development and implementation of winning health information management strategies in a rapidly evolving electronic world. Our deep bench of domain experts provides consulting services to healthcare organizations on a range of issues critical to both business performance and improving care outcomes.

We are committed to the professional growth of all employees, and our culture is one of putting our families first and having fun while still working hard. On the leading edge of the evolution of health care, we are proud to be making a difference by helping companies put patients first and either operate more efficiently or increase revenue that can result in a more affordable healthcare system. We are also committed to giving back by supporting charitable organizations and providing in-kind services to standards development organizations.

The Role

Under the direction of the Program Leader, the Program Assistant provides operational and administrative assistance to the Program Leader and Program Staff, performs a variety of administrative, coordination and logistical services in support of the operations of POCP's multi-stakeholder initiatives, and assists with information management and marketing activities.

Your primary responsibility will be to help coordinate and communicate with internal and external audiences and to provide administrative and logistical support related to your initiatives. In addition, as time permits, you will provide marketing support to help further POCP's thought leadership for the programs you support.

What You'll Do

- The Program Assistant provides effective and efficient support to the Program team to ensure smooth program delivery. This includes administrative, logistical and Marketing assistance to the Program Leader and other team members, as well as planning and coordination of team activities. In accomplishing this objective, you will:
 - Provide administrative support for POCP's multi-stakeholder initiatives including but not limited to team member participation at industry conferences/workshops, webinars and other thought leadership venues. This may include scheduling meetings, reviewing & prioritizing emails, meeting planning & logistics, taking & distributing notes and key action

- items for team calls, streamline communication processes and identifying and implementing routine process improvements.
 - Post presentations and other materials to POCP's SharePoint and external websites such as Confluence.
 - Ensure consistent interface for project team members for onboarding to initiatives, act as a liaison for project meetings and events. Support and coordinate registration process.
- Marketing is one of the firms' strengths. Helping with messaging, proofing of materials, posting of social media content and market research will be part of the position responsibilities as a secondary role.

The Experience You'll Need

- Exceptional writing and communication skills. An undergraduate degree in English, Journalism or Communications or a business degree with significant writing experience will be considered.
- Demonstrated strong organization skills
- A self-starter
- Attention to detail, good listening skills and the ability to analyze situations to determine the best way to accomplish the goal at hand.
- Familiar with MS Office suite (Word, PPT, Outlook, SharePoint)
- Familiar with messaging platforms (Skype)
- Project management experience
- Understanding of web-based technologies, product development a plus
- Knowledge of healthcare workflows and participants experience a plus

Additional Information

This position is initially a part-time (~20 hours per week) telecommuting role with an opportunity to grow into full-time.

The company is virtual, but key executives are in the Eastern Time Zone. The successful candidate will ideally be located on/near Boston's South Shore in order to participate in occasional in-person meetings.

You must have your own computer and high-speed internet.