



## **Program and Event Coordinator Institute for Clinical and Economic Review (ICER)**

The Institute for Clinical and Economic Review (ICER) is an innovative, independent non-profit health care research organization dedicated to improving the application of evidence throughout the health care system. Among ICER's key initiatives are the California Technology Assessment Forum (CTAF), the Midwest Comparative Effectiveness Public Advisory Council (Midwest CEPAC) the New England Comparative Effectiveness Public Advisory Council (New England CEPAC) and. These public deliberative bodies represent a unique platform from which to advance collaborative efforts to analyze scientific evidence on what works best, to foster an honest dialogue about the evidence on effectiveness and value with the public, and to translate this evidence into action to improve patient care. Through these initiatives and all its other efforts, ICER thrives on the entrepreneurial spirit of its employees to empower patients, clinicians, and policymakers in their quest for better care at lower costs.

Due to the success of ICER's initiatives, we are seeking a Program and Event Coordinator (level 1) to support our public panels and other core functions of ICER. Details on the specific responsibilities and minimum qualifications are provided below. ICER offers a competitive salary and benefits package. Before reading on, ask yourself the following questions:

1. Are you passionate about being part of the solution when it comes to tackling health care's biggest challenges?
2. Do you enjoy making sure all the logistics and small details for an event are perfect?
3. Are you able to support multiple projects and project directors simultaneously?

If you've answered "yes" to each question, read on!

### **Job Roles**

Under direction of the Program Director, the Program and Event Coordinator will support the key functions of ICER's core programs and events, including:

- Event planning and logistics for ICER's public meetings, including the New England CEPAC, the Midwest CEPAC, CTAF, as well as the ICER Annual Policy Summit, the ICER Governance and Advisory Board meetings, and other meetings:
  - Planning and assisting with all aspects of event and webcast administration including venue identification, vendor selection, site logistics, catering, and A/V requirements
  - Calculating budgets and ensuring they are adhered to

- Serving as liaison with vendors on event-related matters
- Coordinating and monitoring event timelines and ensure deadlines are met
- Supporting the ICER team in working with event speakers, including but not limited to: coordinating prep calls, preparing meeting materials, event set-up and breakdown and securing hotel accommodations
- Managing registration tracking, payments, mailings and other communication initiatives related to events
- Coordinating preparation for mailings and meetings, including printing of name tags, attendee lists, marketing materials, etc.
- Project coordination for CTAF, the Midwest CEPAC, and the New England CEPAC, specifically:
  - Tracking and collating public comments on reports and other ICER documents
  - Providing project support to the Program Managers/Directors
  - Assisting the Program Managers/Directors in communications with Council and Panel members, Advisory Board members, and other key health care stakeholders around scheduling, meeting preparation and report dissemination

### **Qualifications**

- Bachelor's degree required; public health, public policy, or health services research degree a plus
- 1+ year of work experience in event planning capacity
- The highest levels of personal initiative and attention to detail
- Ability to work independently and with a cross-functional team
- Confidence and maturity in dealing with high-level public and private officials
- Highly organized and flexible with experience supporting multiple project
- Ability to manage multiple tasks while meeting or beating deadlines
- Demonstrated excellent written and oral communication skills
- Proficiency with word processing, spreadsheet, emailing and database management software

*It is not intended that the above listed duties reflect every job duty, responsibility or task that the employee may be called upon to perform. The employee is expected to perform all job related duties and tasks assigned by his/her supervising manager or other authorized manager.*

Interested candidates should e-mail resume and cover letter to [careers@icer-review.org](mailto:careers@icer-review.org); please also include contact information should we wish to schedule an interview.