

ABIM FOUNDATION

PROGRAM ASSISTANT (PA)

2.27.10

POSITION SUMMARY

Reporting directly to the Executive Assistant of the Foundation, the Program Assistant is responsible for supporting the Foundation department by providing administrative and coordination functions for applicable funded projects in the ABIM Foundation. Responsibilities include contract administration, assisting with monitoring project progress, tracking applicable finances related to various projects, assisting with program execution, and any and all other administrative duties as assigned.

RESPONSIBILITIES

Contract Management

Track the progress of existing projects including assuring progress and final reports are submitted.

Develop contracts for each project that involves organizations or individuals outside of the Foundation.

Assure that all proposals, reports, publications and other documents are filed electronically both timely and accurately.

Identify projects that are complete and should be closed.

Work closely with the Finance Department to assure expenses are properly coded and review bills to assure monies are available for each project.

Provide monthly status reports to Foundation management.

Administrative Duties

Anticipate and gather materials needed for correspondence, meetings, conferences, appointments, telephone calls, travel, etc., as assigned.

Prepare documents as requested (i.e. correspondence, memos, minutes, reports, meeting summaries, PowerPoint presentations, etc.)

Assist in the management and coordination of all logistical aspects of complex meetings, including schedules, participant list, travel, lodging, meals, agenda, AV equipment and background materials as requested.

Arrange all domestic/international travel according to established preferences and within ABIM guidelines for reimbursement as requested for Foundation management.

Prepare expense reports at completion of trip; submit on appropriate expense form, with requisite receipts, to Finance Department for processing as requested.

Other

Conduct literature searches

Take minutes of committees meetings

Organize and tabulate data and information

Contribute information on projects for the website and BOT presentations (e.g. provide project recommendations and assist in project evaluations to include: timeliness and quality of project execution)

KNOWLEDGE, SKILLS AND ABILITIES

Excellent organizational, analytic and administrative skills

Ability to communicate effectively (both orally and in writing); good proofreading and editing skills

Demonstration of proficient computer skills in Microsoft Office and Access

Ability to access information through literature searches at the library or via Internet

Ability to multi-task, prioritize and meet deadlines

Demonstrated attention to detail

Understanding of the U.S. Health Care System, a plus

TRAINING AND EXPERIENCE

High School Diploma, or GED

BS/BA, preferred

Minimum of two years of business experience, providing complex administrative professional duties for executive-level staff.

If you are interested in applying for this position submit resume to resumehr@abim.org, or contact Donna Campbell or Chris Brod in the HR department.