



Postgraduate Institute  
for Medicine  
*Professional Excellence in Medical Education*

# Job Description

<b>Title:</b>	Postgraduate Institute for Medicine (PIM) Program Coordinator
<b>Location:</b>	Englewood, Colorado

The Postgraduate Institute for Medicine (PIM), a Jointly Accredited provider located in Englewood, Colorado, is seeking an experienced, dedicated, and self-motivated continuing healthcare education professional to join our team as a full time Program Manager.

## General Description

The Program Coordinator is responsible for the coordination of file documentation for certified continuing education activities; assist with the annual reporting of various regulatory agencies; and provide program management and education partner support.

## Job Responsibilities

### Documentation & Compliance (60%)

- Maintain CME file room
- Implement a process to pro-actively obtain completed activity files
- Perform initial review of completed activity files
- Coordinate with program managers to finalize activity files
- Update file documentation in company database for annual reporting purposes
- Assist Manager, Documentation & Administrative Services with completing annual reports

### Program Management Support (40%)

- Assist with the planning, implementation, and documentation of continuing education activities
- Submit funding requests and reconciliation reports into the grant management websites of supporting organizations
- Support education partner's needs and contribute to furthering client relationships
- Other duties as assigned

## Qualifications

- Dedicated to quality



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- Ability to work independently
- Associate's degree or equivalent work experience
- Intermediate to advanced computer knowledge
- Skilled in computer database management
- Familiarity with Filemaker beneficial
- Detail oriented and exceptional organizational proficiency
- Strong interpersonal and relationship skills
- Familiarity with ACCME, ACPE, AMA, ANCC, and FDA guidelines beneficial

## Travel

- No travel required