



## Program Coordinator

### Council of Medical Specialty Societies (CMSS)

Position Title: Program Coordinator  
FLSA Classification: Full-time; Exempt  
Supervisor: CMSS Senior Advisor  
Location: Washington, DC/VA/MD Area (Hybrid)  
Salary Range: \$65,000 - \$75,000 Annually

### About CMSS

The [Council of Medical Specialty Societies \(CMSS\)](#) is a dynamic and growing non-profit organization representing over 50 leading medical specialty societies, collectively serving more than 800,000 physicians across the nation. Our mission is to advance the expertise and collective voice of specialty societies in support of physicians and the patients they serve.

At CMSS, you will be a vital member of a team that is empowering medical societies, building a strong and united healthcare community, and leading the charge on critical issues to advance patient care.

### Position Description

The Program Coordinator will play a key role in executing CMSS programs, focusing on the efficient and timely completion of program tasks. This role will support several programs in the areas of healthcare quality, public health, and continuing education. This position is ideal for a detail-oriented professional who thrives in a collaborative environment. You will work closely with internal team members, member societies, and external partners to ensure program objectives are met and deliverables are completed to a high standard.

### Responsibilities:

#### Program Execution:

- Coordinate and manage day-to-day program activities to ensure smooth execution and alignment with established timelines
- Track progress on program deliverables, updating work plans and addressing potential risks or delays
- Support quality assurance efforts by reviewing program materials and deliverables for completeness

#### Stakeholder Coordination:

- Collaborate with internal teams, member societies, and advisory committee members to support program activities and foster engagement
- Serve as a reliable point of contact for program-related inquiries, providing clear and timely responses

- Assist with scheduling, logistics, and communication for program-related activities and events
- Prepare regular communication and project updates with partners and stakeholders

#### Operational Support:

- Maintain organized records of program activities, including work plans, milestones, and status reports
- Prepare program documentation, such as meeting minutes, project updates, and progress summaries, for internal and external stakeholders
- Contribute to process improvement efforts by identifying opportunities to streamline execution and enhance efficiency
- Prepare and submit timely reports to funders, including progress reports, financial reports, and final reports

#### Program Development Assistance:

- Research and assist the organization in pursuing potential grant opportunities in line with strategic objectives
- Identify funding opportunities by searching for requests for proposals from external partners (industry, foundations, etc.) that align with the mission of CMSS
- Coordinate the development of grant proposals, writing narrative sections, and preparing budgets
- Liaise with team members and subject matter experts to gather necessary information and ensure proposal quality
- Provide logistical and administrative support for new programs
- Assist with collecting and compiling data to support program evaluations and reports

#### Qualifications:

- Bachelor's degree
- 2–4 years of experience in program coordination, project administration, or a similar role, preferably in a healthcare, non-profit, or association setting
- Strong organizational skills with an ability to manage multiple tasks and priorities simultaneously
- Excellent written and verbal communication skills, with an ability to convey information clearly and professionally
- Proficiency in Microsoft Office Suite and familiarity with project management tools
- A detail-oriented approach with a commitment to accuracy and quality in execution

#### Key Competencies:

- Attention to Detail
- Collaboration and Teamwork
- Time Management and Prioritization
- Problem-Solving and Resourcefulness
- Initiative and Accountability

## **Additional Details**

### **Physical/Work Environment:**

This position is hybrid in Washington, DC/VA/MD area. Average one day in-office per week (Washington, DC – Downtown).

No lifting over 20 pounds, minimal reaching bending and stooping. Performs work in a virtual office environment with long hours in front of the computer.

### **Other Necessary Requirements:**

Periodic travel (quarterly) for activities such as out-of-town project meetings is required.

*CMSS is committed to fostering an inclusive workplace. CMSS is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.*

## **Applications**

Submit your resume and cover letter to CMSS Employment at [employment@cmss.org](mailto:employment@cmss.org).