



<b>Title:</b> LHPC Institute Program Coordinator/Manager	
<b>Date:</b> February 2025	<b>Position Type:</b> Exempt
<b>Reports to:</b> LHPC Institute Executive Director	<b>Pay Range:</b> BOE

Local Health Plans of California (“LHPC”) is an Equal Employment Opportunity Employer.

LHPC is a dynamic, engaged, and service-oriented trade association representing all 17 of California’s community-based, not-for-profit health plans that collectively cover 70% of the state’s Medi-Cal managed care beneficiaries. The LHPC Institute (“Institute”) provides enriching and empowering educational opportunities and resources designed to foster collaboration, quality, leadership and operational excellence across California’s local health plans. Under the direction of the LHPC Institute Executive Director, the LHPC Institute Program Coordinator/Manager works across multiple LHPC teams to provide the management, coordination, administrative and project support needed to successfully execute a variety of LHPC Institute programs and activities.

The Program Coordinator/Manager is an accountable self-starter and adept at navigating multiple projects, each with unique deliverables and timelines. Specific responsibilities include:

**Coordination**

- Coordinate, manage and execute logistics for multiple virtual and in-person programs, preparatory conference calls and meetings, resources and social media.
- Oversee and contribute to preparation of Institute documents and resources, including fact sheets, issue briefs, faculty contracts and other supportive materials.
- Oversee consultant/vendor projects and ensure deadlines are met.

**Communication and Outreach**

- Manage communications and outreach activities supporting Institute programming and activities, and other LHPC projects and initiatives as appropriate.
- Work with LHPC staff, consultants and vendors on Institute website content, ensuring content is polished, informative and up to date.
- Prepare/edit content for LHPC monthly newsletter, Twitter, LinkedIn, fact sheets and other resources.
- Organize Institute communications, including email marketing, customer inquiries, and maintenance of email distribution lists.

## **Project Management**

- Create program/project milestones and deadlines.
- Coordinate work between faculty, consultants, advisors and others to develop and implement program curriculum.
- Manage registration platform and processes for Institute courses.
- Draft/edit copy for Institute programming, marketing campaigns, written resources, presentation materials and other items as appropriate.
- Create and manage marketing campaign schedules.
- Participate in planning calls, build online program and registration pages, and maintain and update Institute web pages.
- Prepare and maintain various documents for Institute programming or other needs, including course registration, seating assignments, attendee badges, course evaluations, etc.
- Attend and host Institute programs, and provide on-site administrative support for advisors, faculty and participants.
- Prepare/review Institute course evaluations; identify and execute on opportunities for improvement and growth of the Institute.
- Serve as notetaker and report on projects to LHPC Institute Advisory Group and the LHPC Board of Directors.
- Assist with LHPC board and committee meeting logistics.
- Other duties as assigned.

## **Qualifications:**

- Bachelor's degree.
- Has 3+ years of program coordination or project management experience with knowledge of or demonstrated interest in health care programs.
- Is proactive, self-motivated and organized, with a keen eye for detail and strong verbal and written communication skills.
- Exhibits a strong client service attitude and leadership capacity.
- Able to work independently in a small office environment.
- Experience with software, programs, or platforms, including:
  - MS Office Suite (required).
  - Adobe Illustrator, Indesign, Photoshop.
  - Zoom, SurveyMonkey, MailChimp.
- Is familiar with and believes in the mission of California's local health plans.
- Knowledge of the Medi-Cal program is preferred.
- Occasional travel required.

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Learn more about LHPC at [www.lhpc.org](http://www.lhpc.org). Please submit cover letter, resume and salary requirements to Amber Wade at [awade@lhpc.org](mailto:awade@lhpc.org). All submissions and inquiries confidential.