



Solomon Center Program Coordinator

The [Solomon Center for Health Law and Policy](#) at Yale Law School is seeking to hire a detail-oriented, professional to join their team as its Program Coordinator.

Position Focus

The Program Coordinator supplies comprehensive administrative support for the Solomon Center. The position involves a heavy emphasis on all aspects of event planning and organization, database maintenance, alumni relations, website maintenance and public relations, as well as communications, budget monitoring, correspondence, expense reporting and reimbursement, and managing day-to-day office logistics.

Principle responsibilities

- Oversees and coordinates program activities including large and small events, conferences, dinners, special speakers, research meetings, and coursework related to the Center.
- Manages Center public relations, including website content and maintenance, poster creation for events, email communications, alumni events and relations.
- Processes and monitors expenses and ensures adherence to budgetary guidelines. Prepares budget drafts based on existing budgets. May oversee, coordinate and/or complete applications and materials needed for grant submission.
- Assists with substantive correspondence and written material.
- May perform other duties as assigned

Required Skills/Abilities

- Advanced skills with Microsoft Office Suite including Word, Excel, PowerPoint, and Access (or other database program). Knowledge of graphic design programs and website creation and management tools. Demonstrated ability to create marketing materials such as event posters, email announcements and website material.
- Demonstrated ability in all aspects of event and meeting planning and execution, including developing and assembling meeting materials, arranging rooms, catering, transportation, hotel accommodations, and cultivating and maintaining relations with special guests and their staffs.



- Exceptional organizational skills; demonstrated ability managing multiple projects, events, and calendars simultaneously. Ability to "think on your feet" paying attention to detail and letting nothing fall through the cracks despite shifting priorities and requests.
- Demonstrated ability preparing expense reimbursement and other required paperwork.
- Strong interpersonal skills; the coordinator is an ambassador for the Center. Ability to work a flexible schedule, adjusting hours/days as needed due to events and work flow.

Preferred Education, Experience and Skills

BA degree preferred. Experience creating and monitoring budgets. Event planning and coordination experience in an academic setting. Interest in health law/policy issues. Experience with grant applications and required financial reporting for grant administration.

About the Solomon Center

The Solomon Center for Health Law and Policy at Yale Law School is the first of its kind to focus on the intersection of law and the governance, practice, and business of health care. The Center brings together leading experts and practitioners from the public and private sectors to address cutting-edge questions of health law and policy, and to train the next generation of top health lawyers, industry leaders, policy makers, and academics.

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