



Program and Administrative Operations Coordinator Maryland Patient Safety Center

The Maryland Patient Safety Center (MPSC) is an independent not-for-profit organization committed to improving patient safety across all aspects of healthcare. The Maryland Patient Safety Center (MPSC) is designated as the State patient safety center. MPSC engages a growing number of healthcare providers from around the state through ongoing initiatives, including education and training, safety culture, special projects, research, and near miss reporting. As a result of their participation, health care providers, working with patients and their families, discover and create new ways to deliver improved care in Maryland.

Job Summary:

The Maryland Patient Safety Center is seeking a **Program and Administrative Operations Coordinator** to join our team. This full-time position is hybrid remote, with 2-3 days (and as needed) in the office in Elkridge, MD. Reporting to the CEO, Program and Administrative Operations Coordinator will be responsible to:

- Coordinate educational program offerings including scheduling, materials and speaker coordination, registration, day-of coordination, post-program activities.
- Serve as the point of contact for members and other healthcare organizations for inquiries and questions around membership, program content and billing.
- Coordinate all office operational functions including managing and triaging incoming phone calls and general emails; ordering and maintaining supplies; creating, processing and tracking invoices and payments; maintaining MPSC events calendar; supporting Board of Directors and other organizational meetings; and other office functions as needed.
- Update the MPSC website by adding and removing programs and dates and editing content with input from MPSC staff.
- Support MPSC programs, such as coordinating awards submissions and selection, making travel arrangements for program faculty, invoicing and tracking payments for programs, and the like.

Qualifications

The position requires a significant attention to detail from a self-directed initiative-taker with a high level of organization and interpersonal skills. An Associate's degree (A.A.) or equivalent from a two-year college or technical school; or equivalent combination of education and experience. 2-4 years' experience in a professional office setting with demonstrated responsibility and organizational skills.

Please send cover letter, salary requirements, and resume to speditto@marylandpatientsafety.org