



Program Coordinator

Mission

goShadow is a suite of tools to collect, analyze, and aggregate an organization's process and experience-level data real-time. By possessing real-time data, teams come together to truly co-design more ideal experiences that deliver clinical outcomes and operational value for all stakeholders.

Program Coordinator

The *Program Coordinator* will work closely with the Project Manager to:

- Provide programmatic and project support for: goShadow data collection (shadowing), data aggregation and analytics, report development, "What Matters" product database, and other opportunities with clients as they arise.
- Input, aggregation, and organization of collected qualitative and quantitative data collected for client projects.
- Statistical analysis and visualization of data in web, written, and presentation formats.
- Participate in weekly product development meetings pertaining to progress of reporting platforms, goShadow and "What Matter" product development, as well as monthly program meetings.
- Support the AMD3 Foundation, Operation Walk Pittsburgh, UPMC Innovation Center (IC) and UPMC Bone and Joint Center (BJC) as needed.

Specific Internship Outcomes

Upon completion of this internship, the *Program Coordinator* will:

- Acquire and practice experience and skills in maintaining and developing an extensive quantitative and qualitative database. Utilize data visualization skills and product development with the program and client team.
- Gain understanding of process improvement strategies, measurement strategies, and program management with external clients.
- Have opportunities for professional development and networking.
- Acquire familiarity working with a healthcare IT start-up to develop the program and product.

Required & Desired Skills

The ideal candidate will have at least one year of healthcare experience or one year of healthcare coursework. They will have excellent verbal and written communication skills, strong organizational skills and experience using Google and Microsoft suite products, specifically Excel spreadsheet functionality. Experience in statistical analysis software is preferred. They will be able to multitask in a fast-paced, team environment under direct supervision but also thrive as a self-starter.

Compensation, Schedule & Structure

The *Program Coordinator* will be financially compensated **\$16-\$20 per hour** based on previous experience. Schedule is part time during the academic semester with the expectation of roughly **20 hours per week**, with the expectation to work full-time or around **40 hours/week**. Work schedule and hours are flexible, with the option to work remotely or hybrid. Work schedule will be determined prior to starting the position. With delta-variant Covid cases on the rise, the incoming *Program Coordinator* must be vaccinated with at least one dose of the Covid-19 vaccine. The *Program Coordinator* will report directly to the Project Manager for all internship efforts. They may report to the CEO as needed. At the close of the internship, a formal performance evaluation will be conducted.

www.goShadow.org

6425 Living Place

2nd Floor

Pittsburgh PA 15206

jobs@goshadow.org



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Application Instructions

Qualified applicants will submit a 1-2 page resume and a 1 page cover letter to goShadow by emailing jobs@goshadow.org no later than **October 31st, 2021**, with the subject line *Program Coordinator Application*. For more information about goShadow, please visit www.goshadow.org.

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