Req Number: 45406BR
Job Title: Coordinator, Meeting and Events
Job Code and Payroll Title: 7234 ANALYST I
Location: Laurel Heights
Department Name: Obstetrics, Gynecology & Reproductive Science
Work Days: Monday - Friday, 9:00 am - 5:00 pm
Shift: Days
Shift Length: 8 Hours

Job Summary:
JOB OVERVIEW
The Department of Obstetrics, Gynecology & Reproductive Science (OB/GYN & R.S.), SFGH Division is seeking a Meeting and Events Coordinator (MEC) for its Family Planning and Ryan Programs. The Fellowship in Family Planning and Ryan Residency Training Program are in need of a MEC. This person will be responsible for all administrative logistics for seven to nine workshops and meetings throughout each calendar year, including coordination of pre and post event tasks. The MEC will work with hotels to set up contracts and purchase orders, develop and prepare budgets, order food and beverage and approve banquet event orders in line with UCSF accounting rules, advertise events and organize registration, manage all logistics related to CMEs, coordinate travel and lodging logistics for participants, develop registration surveys, event materials and binder content, print name badges/table tents, ensure timely shipment of materials, and design, implement and summarize program evaluation surveys.

Our programs also exhibit at five to seven national conferences a year. The MEC will handle all financial and logistical aspects of booth registration, shipment and return, including stocking and reordering updates of all outreach materials for both programs. Additionally, s/he will be responsible for registering staff at all meetings.

This person will also provide general administrative support to the Assistant Director of Administration, including but not limited to preparation for and processing reimbursements of the Fellowship Directors’ Meetings, Fellowship Advisory Committee Meetings, American Board of Ob-Gyn Exploratory Committee meetings, and programmatic site visits.

To that end, we are looking for a versatile, self-starter with initiative, reliability, and resourcefulness who is able to offer constructive ideas and apply practical expertise to contribute to the overall effectiveness of the programs. The candidate must bring outstanding administrative and customer service skills, using both verbal and written communication skills to efficiently handle internal and external requests in a timely manner. Excellent time management along with the ability to multi-task detailed projects with accuracy and speed within established deadlines is also key to being successful in this position. Candidates should be skilled in prioritizing duties, retrieving information, tracking projects and maintaining schedules. Although
our team is very collaborative, it is essential that the candidate is also able to work independently.

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE
The mission of the Department of Obstetrics, Gynecology & Reproductive Science (OB/GYN & R.S.) is to promote health and prevent disease in women. We accomplish this by supporting the programmatic initiatives of our faculty and staff in the areas of patient care, education, and research. We are committed to providing quality health care services to all women; educating health care providers and investigators; and conducting research to advance knowledge in our field.

ABOUT UCSF
The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

Required Qualifications
• BA/BS degree with a major in a related field and one year of experience in administrative analysis or operations research; or an equivalent combination of education and experience
• At least six months of previous event planning experience
• Knowledge of survey data collection tools and software
• Ability to work independently and regularly report updates to supervisor
• Excellence in short and long term planning, analysis and problem-solving and customer service.
• Strong interpersonal communication skills, both verbal and written
• Proven attention to detail and establishment of organizational systems, including adherence to timelines and deadlines

Note: Fingerprinting and background check required.

Preferred Qualifications
• Interest in family planning/abortion services
• Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, account and fund management

License/Certification
n/a

Position Type
Full Time

Percentage
100%

Equal Employment Opportunity
The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.