

**Title:** Project Coordinator

**Location:** Boston, MA

**APS Company Overview**

Advanced Practice Strategies is a leading provider of patient safety education and reduction of medical error through elearning and visual presentations for malpractice defense. Our mission is to make medicine safer for patients and caregivers. We are a highly motivated team that is growing fast, focused on an important mission and having a great time carrying it out

**Job Description:**

Support Senior Project Manager and company leadership team in the coordination of activities and details in support of specific projects. We are looking for someone that is a good fit with our company culture and who is comfortable working 32 hours per week on-site in our downtown Boston office located at 470 Atlantic Avenue. Work must be done on-site during normal business hours (9am – 6pm)

**Job Requirements and Responsibilities:**

- Updates and maintains detailed project plans and schedules.
- Participation in project team meetings.
- Coordinate meetings, webinars and conference calls.
- Coordination and reporting on Subject Matter Experts (SMEs) development efforts.
- Prepare and/or edit meeting minutes, presentations, tables and reports.
- Ensure adherence to project tasks and milestones.
- File all project documents.
- The detailed schedule will include all project phases and dependencies including at least scoping, design, technical development, QA and project roll-out.
- Responsible to track project changes based plan as agreed with project management and stakeholders.
- Compile summary documents, e.g. Product Development Plan and management summaries. Collect and include contributions of the Team
- Responsible to capture input from the team members and stakeholders.

**Skills:**

- Proficient in the following applications: Word, Excel, PowerPoint, Project.
- Some website development and management.
- Some Wiki site development and management.
- Experience in online publishing.
- Experience in data analysis.
- Experience in reporting.
- Good written and oral skills.

**Contact:**

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