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# Example of Program Support Specialist Job Description

Our growing company is hiring for a program support specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program support specialist

* Perform sporadic evening and weekend hours upon approval may be required
* Assist with meeting operational needs by performing other appropriate related duties
* Support Course and Event Logistics
* Identify and arrange for facilities for meetings and for off-campus classes
* Arrange for services, catering, refreshments, supplies and equipment as necessary to support classes and/or events
* Coordinate with Risk Management to secure contracts for facilities and obtain certificates of insurance, as needed
* Provide onsite support during special events
* Other duties as needed to support program offerings
* The management of a program newsletter that will communicate important milestones to program participants
* Answers telephones, routes and screens calls, takes messages for staff

## Qualifications for program support specialist

* 2+ years experience with in a managed care environment
* 1+ year of experience working on cross functional projects and making presentations
* Experience with provider databases, specifically in the Live and Work Well provider directory
* Network data management experience
* Experience in provider data analysis
* Proficiency in project tracking, documentation, trending and reporting