Coordinator, Center for Ethical Leadership in Health

Status: Full-time (35 hours/week), in person but hybrid work flexible.
Anticipated Start: Early 2027

Organization

Founded in 1969, The Hastings Center is the oldest independent, interdisciplinary research institute of its kind, addressing ethical and social issues in health care, science, and technology. Its scholarship and programs inform policy, professional practice, and public debate. The Center is headquartered on a Hudson River campus in Garrison, New York, near Metro-North's Hudson Line. Most staff work on campus Tuesdays and Wednesdays under a hybrid schedule.

Position Overview

The Program Coordinator provides administrative, operational, and program-development support for a new Center for Ethical Leadership in Health and related Hastings educational initiatives, including student- and trainee-focused pathway programs. Under the Director's supervision and in coordination with program leaders, the Coordinator manages assigned operational workstreams and supports the planning, coordination, and delivery of educational offerings, combining project management with program research, communications, educational production support, and evaluation.

Primary Responsibilities

Program Administration and Coordination

- Manage timelines, applications, registration, participant communications, faculty coordination, and logistics for in-person, virtual, and hybrid programs.
- Serve as a primary operational contact for participants, faculty, speakers, and institutional partners; maintain administrative systems, track deliverables, and coordinate follow-up.
- Coordinate operational requirements with educational partners, including accreditation and continuing education arrangements, where applicable.

Program Research and Development Support

- Independently conduct environmental scans, comparative reviews, and background research on educational programs, training opportunities, target audiences, and institutional needs, within priorities established by the Director.
- Support the design and execution of market research and program discovery activities, including interviews, surveys, and other forms of information gathering; analyze and synthesize findings into summaries and recommendations to inform the Director's strategic and programmatic decisions.
- Coordinate the development and production of educational materials with internal and external faculty, managing timelines, contributions, and revisions, and facilitating digital packaging and integration into educational offerings.

Recruitment, Communications, and Program Evaluation

- Coordinate recruitment and outreach with Communications and program leadership, including announcements, webpages, email campaigns, applications, and targeted outreach.

- Support surveys and evaluations assessing participant experience, educational outcomes, and program effectiveness; maintain accurate application, enrollment, participation, and evaluation records.
- Compile and analyze program data and prepare performance summaries and assessment reports for leadership, the Board, and institutional stakeholders, including funders where appropriate.
- Coordinate follow-up and ongoing engagement with former participants and program alumni to support evaluation, professional networking, continued learning, and collaboration.

Cross-Program Coordination

- Independently manage routine administrative workflows for Pathways and other designated educational programs, including monitoring program inboxes, responding to inquiries, maintaining application portals and deadlines, tracking submissions, coordinating acceptance notifications, and processing payment and reimbursement requests.
- Coordinate faculty recruitment and participation logistics, scheduling, virtual meetings, program materials, and website updates in collaboration with program leadership and relevant Hastings departments.

Qualifications

- Bachelor's degree required; advanced degree or equivalent professional experience welcomed.
- Three or more years of relevant experience in academic or professional education, nonprofit programming, project management, higher education, or a related field preferred.
- Exceptional organizational and independent project-management skills; ability to balance multiple programs, deadlines, and constituencies.
- Excellent writing, analytical, communication, and interpersonal skills, including the ability to independently research, analyze, and synthesize complex qualitative and quantitative information.
- Strong facility with spreadsheets, databases, registration systems, survey platforms, presentation software, and project-management tools.
- Experience with educational programming, recruitment, evaluation, research support, editing, or coordinating production of educational materials strongly preferred.
- Sound professional judgment and ability to work effectively with scholars, faculty, staff, and external partners; interest in healthcare, bioethics, or education welcomed (bioethics training not required).
- Applicants must be legally authorized to work in the United States. The Hastings Center is unable to provide employment-based visa sponsorship for this position, now or in the future.

Other information and how to apply

The target hiring range for this full-time position is $65,000 to $70,000, commensurate with experience. We are currently working under a hybrid work arrangement with two days in the office (Tuesdays and Wednesdays) and others remote, subject to change. Employees working at least 60% time and effort are eligible for the Center’s benefit package, including health insurance, significant paid time off, and a 403(b) plan through TIAA with a generous employer contribution option.

The Hastings Center for Bioethics is an equal-opportunity employer committed to building a diverse staff and creating an inclusive environment for all employees. If you are excited about this role and bring transferable skills, we encourage you to apply even if your experience does not align perfectly with every bullet point.

Please send cover letter and a résumé with references listed to jobs@thehastingscenter.org. Applications received by December 7th, 2026, will receive full consideration. If you require a reasonable accommodation during the application or interview process, please let us know in your email.