

Program Coordinator

Institution: *The Wharton School, University of Pennsylvania*

Penn Wharton Budget Model (PWBM) is seeking a Program Coordinator to provide high-level support for a team of 20+ who are creating a large-scale economic/financial model. The Program Coordinator reports directly to the Faculty Director and is responsible for:

- Human Resource activity for staff, students, and temps, and financial duties related to the budget, expenses and payroll.
- Point-of-contact and coordinator for all current PWBM staff with regards to policy questions, visa updates, reimbursements, payroll, onboarding, and performance appraisal and merit increase requests. Coordinate travel for external and internal contacts.
- Organizing luncheons and events in conjunction with Wharton Marketing and Communications and PWBM funders, as well as helping maintain PWBM's website, and other duties as assigned.

Duties referenced may be required to be performed while working under a tight deadline.

Requirements include a bachelor's degree and 2-3 years of experience or equivalent combination of education and experience. The successful candidate should have strong organizational and communication skills, the ability to multitask and work under tight deadlines, and a demonstrated interest in public policy. Communications/outreach experience is preferred.

To apply for this position, please submit an application through [Penn's HR Portal](#). Your resume should include overall GPA.

More about PWBM:

The Penn Wharton Budget Model (PWBM) is a non-partisan, research-based initiative that provides accurate, accessible and transparent economic analysis of public policy. Besides being non-partisan, we are non-normative, in that we do not make policy recommendations. Instead, the intention of the PWBM is to be the honest broker of analysis working at the intersection of business and policy to help policy makers, the public, and businesses make fact-based decisions. PWBM has been influential in many key recent policy discussions, including tax reform, infrastructure, universal basic income, debt and Social Security.