
Iowa Healthcare Collaborative

JOB DESCRIPTION

Position: Project Coordinator

Reports to: Division Director, Health Services

Date Revised: December 2018

The **Project Coordinator** will assist the Division Director in finalizing projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors in order to deliver projects according to plan. **The Project Coordinator** will help manage project operations to ensure that volume, cost, and quality standards are achieved, and internal & external resources are adequate. Job duties may include a variety of clinical and performance improvement initiatives in process improvement, member surveys, data analytics support, measurement and evaluation, meeting preparation, patient and provider education materials and programs.

RESPONSIBILITIES

- Helps to manage project development from beginning to end.
- Liaison between team members and internal/external stakeholders on an ongoing basis.
- Help manage project dependencies
- Plan and schedule project timelines using appropriate tools
- Track project deliverables
- Assists with development and editing of business specific documents such as manuals, reports, and educational materials according to contract/program requirements. Ensures on-line or hard copy materials are accurate and in a professional format according to contract/program requirements.
- Assists in the preparation of project performance reports.
- Ensures all project related documentation is maintained appropriately for each project. Works closely with project leads and subject matter experts to accomplish the deliverable of the projects.
- Help establish best practices and tools for project execution and management.
- Perform other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree in project management, business, healthcare management, clinical field or related degree required.
- Three years of experience in project management.
- Project management skills; ability to prioritize and handle multiple tasks and projects concurrently
- Computer Skills - Advanced: Skilled in specialized computer software. Ability to use more advanced functions, formulas and other special elements of the specific program or application. Ability to analyze data to interpret and evaluate results, and create reports and/or presentations.
- Identifies problems; determines accuracy and relevance of information; utilizes appropriate tools and staff resources along with sound judgment to generate and evaluate alternatives to make recommendations.

PREFERRED QUALIFICATIONS

- Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) from the Project Management Institute
- Experience with Project Management software.
- Strong Microsoft Office Skills with Word, Excel, Outlook and PowerPoint.
- Experience with ZOOM or other webinar platforms.
- Ability to work independently and take initiative when necessary.
- Ability to work under stress and meet deadlines.
- Strong interpersonal skills; excellent verbal and written communications skills are required for the successful management of this function.
- Demonstrates strong ability to prioritize work, excellent organizational skills and initiative to improve processes.
- Change agent demeanor. Must be a flexible thinker with the ability to quickly adapt to a changing environment.