



**THE HEALTH
COLLABORATIVE**

Project Coordinator

Reports to: Director, EPMO & Customer Experience		
Level/Grade Professional	Type of Position Full Time	Hours/Week 40 hrs/week; exempt
GENERAL DESCRIPTION		
The Project Coordinator works with a wide variety of stakeholders to scope, define and document business and project process requirements for technology initiatives. The position will work closely with other staff and have broad responsibilities, including project management in a team focused environment.		
JOB RESPONSIBILITIES		
<ul style="list-style-type: none"> • Gather and analyze data and business requirements to establish system requirements & work plans • Communicate with various organization team members such as management, legal, and support staff, as well as customers, business partners, and vendors on a regular basis • Conduct meetings and deliver presentations to share ideas and findings • Build and maintain relationships with customers through project delivery • Manage projects, develop project plans, and monitor performance • Serve as a liaison between stakeholders and users • Understand, analyze, and provide recommendations for process improvement • Prepare visual representations of project timelines • Lead meetings with the goal of process and estimation standardization • Work with project team to eliminate blockers • Assign tasks to internal teams and assist with schedule management • Schedule and facilitate close out meetings at project end • Maintain strong relationships and communications with all key stakeholders • Maintain awareness of new and emerging healthcare technologies • Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization • Other duties as assigned 		
POSITION REQUIREMENTS		
<ul style="list-style-type: none"> • 1+ years in a similar role with similar responsibilities as above • 1+ years working in a healthcare IT environment • 3+ years working with Microsoft Office products • Solutions and customer focused approach • Strong planning, organization, analytical and troubleshooting skills • Ability to effectively communicate technical information in non-technical terms • Ability to multi-task, set priorities and manage time effectively • Ability to cultivate positive working relationships with customers and coworkers • Occasional evening and weekend work to meet deadlines. • Must be able to sit for extended periods of time in front of a computer screen 		
EDUCATION/CERTIFICATION REQUIREMENTS		
<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience 		
OTHER INFORMATION		
Salary range: \$50,000-\$58,000		
APPROVED BY R. Bischoff, Director, EPMO	DATE POSTED 05/07/2021	

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.