

Greater Flint Health Coalition Employment Opportunity



Position Title: Assistant Project Manager

Organization Description:

Greater Flint Health Coalition (GFHC) is a non-profit collective impact organization founded in 1996. The GFHC is a partnership of hospitals, physicians, insurers, businesses, public health, government, nonprofits, educators, community-based organizations, organized labor, and local residents. The GFHC's mission is to improve the health status of the residents of Genesee County, and improve the efficiency and effectiveness of the healthcare delivery system in Genesee County. The GFHC convenes over 20 multi-sector coalitions and operates a variety of programs in the areas of health & wellness, healthcare access, quality & innovation, cost & resource planning, sector workforce development, and health equity. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

Job Description:

Greater Flint Health Coalition is seeking an Assistant Project Manager to join our team in Flint, Michigan to work in a fast-paced, but rewarding collaborative environment. This position will support the Vice President of Programs, working primarily on GFHC program implementation, convening multidisciplinary teams, committees, task forces, and maintaining collaborative projects. Daily responsibilities will include: data compilation and analyses, database management, committee support including agendas and minutes, best-practice research, procedure maintenance, development of communication materials, and program documentation to support GFHC strategic plans.

As a full-time Assistant Project Manager, this exciting position and your specific projects, tasks, and responsibilities will evolve over time. Flexibility and a commitment to continuous learning will be required of the successful candidate. A skill set based in public health, health care service, and data analysis knowledge will be vital to this work to improve the factors that affect health via multi-sector partnership activities.

Primary Responsibilities:

- Assist with the planning, support, management, and execution of committees, task forces, and community education projects in collaboration with cross-functional teams composed of practice and hospital partners, health care providers, physicians, insurers, family groups, social service agencies, and the community at-large.
- Provide committee and task force staffing, ensuring responsiveness to partner requirements, inputs, and concerns. Collaborative processes include timely material preparation, agenda development, minutes, program/grant development, workplan execution, and the completion of required committee follow up resulting from consensus decision making.

- Data entry and analysis, including ongoing health dashboard maintenance as required.
- Engage healthcare leaders, providers, physicians, practice managers, and ancillary staff in incorporating evidence-based best practices into standards of care.
- Manage project timelines, activities, documentation, and deliverables while maintaining alignment with multi-sector partner objectives and grant / project workplan requirements.
- Collect and analyze data to inform community needs and project outcomes; assist with planning, implementing, monitoring, and evaluating programs; prepare reports and share best practices with multi-sector stakeholders.
- Participate in quality assurance, continuous improvement efforts, identifying system and process issues.
- Develop proposals in response to identified grant opportunities supporting the activities and initiatives of the organization's business plan.
- Other tasks as assigned by the Vice President of Programs.

Key Qualifications:

Successful candidate profile:

- Bachelors Degree in health or related field; Masters degree (MPH, MHSA, or MS) is a plus.
- Experience and a passion for public health, universal healthcare access, health data, quality innovations, and/or health projects that seek to build alignment amongst multi-sector organizations in a collaborative, team-oriented style.
- Demonstrated ability to manage tasks, meet deadlines, and work effectively within structured and time sensitive environments. Experience creating and managing work plans and time-sensitive deliverables and deadlines.
- Characteristics required for thinking strategically, innovating, and engaging multi-sector stakeholders in a manner that builds alignment and creates measureable improvement in project metrics.
- Ability to integrate a diverse skill set (technical, analytical, theory, research, relationship building) to improve desired program outcomes.
- Mastery of computer/software applications, including Microsoft Office Suite – Outlook, Word, Excel, PowerPoint, etc.

- Excellent interpersonal, written and oral communication skills and an ability to present oneself in a courteous, tactful, and professional manner.
- Considerate, attentive, and punctual.
- Demonstrated ability to take initiative and to work proactively, both independently and in teams; excels in an open office environment.
- Great passion for the mission, vision, and values of the Greater Flint Health Coalition and able to promote both internally and externally.
- Motivated (career-oriented, not seeking "just a job").

Reports to: Vice President of Programs

Salary: Commensurate with Experience

Benefits:

Greater Flint Health Coalition's collaborative work environment emphasizes teamwork, personal commitment, integrity, and success. In addition to the meaningful and groundbreaking work to improve health on a community-wide level, GFHC offers a competitive salary commensurate with experience. Benefits include paid time off, medical, vision, and dental benefits plus life & disability coverage paid 100% by employer for employee, 403b (5% employer contribution), and much more.

How to apply:

Qualified applicants should send a cover letter, resume, salary history, and contact information for three professional references by email only to jobs@flint.org. Please write "Assistant Project Manager, Attn: Vice President of Programs" in the Subject. This position is open until filled.

Full posting also listed at <http://www.gfhc.org>.

NO PHONE CALLS PLEASE.