

EMPLOYMENT OPPORTUNITY



ASSISTANT PROJECT MANAGER HEALTH & WELLNESS Greater Flint Health Coalition – Flint, MI

Greater Flint Health Coalition is seeking an Assistant Project Manager to join our Health & Wellness team.

Overview:

Greater Flint Health Coalition is seeking an Assistant Project Manager to join our team in Flint, MI to work in a fast-paced, but rewarding collaborative environment. You will have the opportunity to use your public health, health behavior, health care, and community-focused education and knowledge to improve the factors that affect health by working with multi-sector leaders on multiple health improvement projects and tasks centered in health behavior improvement, prevention, and children's health and wellness.

As an Assistant Project Manager in our Health Improvement area, your primary focus will be assisting the coordination of multi-sector committees, task forces, and collaborative projects designed to improve the factors that affect health, with an emphasis on improving the health behaviors of adults and children in community-based, school, and workplace settings. As a full-time Assistant Project Manager, this exciting position and your specific projects, tasks, and responsibilities will evolve over time.

Primary Responsibilities:

- Provide support to the Commit to Fit! network of over 350 local businesses and organizations to ensure the distribution, implementation, and further development of Commit to Fit! branded materials, employer-based toolkits, and business-to-business health and wellness challenges.
- Assist with the instruction and implementation of community-wide, family based physical activity and/or nutrition interventions such as Commit to Fit! Families and Cooking with Kids.
- Engage residents, businesses, schools, and community-based organizations in health and wellness activities, events, and programs.
- Plan, manage, and execute multi-sector health & wellness and public health projects in support of cross-functional teams composed of area leaders from hospitals, physicians, insurers, businesses, government, public health, schools, colleges, nonprofits, and the community at-large.
- Provide committee and task force staffing, ensuring responsiveness to partner requirements, inputs, and concerns. Collaborative process includes timely material preparation, agenda development, minutes, program/grant development, workplan execution, and the completion of required committee follow up resulting from consensus decision making.
- 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.

Qualifications & Experience Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelors Degree in health or related field; Masters degree (MPH, MHA, or MS) is a plus.
- Experience and a passion for population health, health & wellness, and/or healthcare projects that seek to build alignment amongst multi-sector organizations in a collaborative, team-oriented style.
- Experience creating and managing workplans 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 individual and community health status.
- Interest in “big” picture health care or public health issues.
- 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 self in a courteous, tactful, and professional manner.
- Considerate, attentive, and punctual.
- Motivated

Reports to: Vice President of Programs

Job Status:

Full Time, Salary; Monday through Friday, 8:30 a.m. to 5:00 p.m. on average with occasional early morning meetings, and weekend events.

Compensation:

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, holidays, medical, vision, and dental benefits plus life & disability insurance paid 100% by employer for employee, 403b (5% employer contribution), and more.

About Greater Flint Health Coalition:

Greater Flint Health Coalition serves as the neutral convener and backbone organization for public health and healthcare collaboration between Flint & Genesee County hospitals, physicians, insurers, businesses, government, public health, schools and colleges, nonprofits, and citizens. We work to improve the health status of area residents, and improve the quality and cost effectiveness of the healthcare system in our community. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

To apply, please submit the following Application Materials:

Qualified applicants please submit (a) cover letter (addressing how candidate meets qualifications), (b) resume, (c) salary history, and (d) employment references via email to jobs@flint.org, c/o Greater Flint Health Coalition, Attn: Human Resources, 519 S. Saginaw Street, Suite 306, Flint, Michigan 48502. In the subject line of your email, please write "Assistant Project Manager".

This position is open until filled.

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

NO PHONE CALLS PLEASE.

RE-1 Assistant.Project.Manger.Health.Wellness.061717.na