

EMPLOYMENT OPPORTUNITY



ASSISTANT PROJECT MANAGER Flint Registry – Community Engagement Greater Flint Health Coalition – Flint, MI

Greater Flint Health Coalition (GFHC) is seeking an Assistant Project Manager to join our team.

Overview:

The Flint Registry is a support-focused, non-research registry that will help Flint residents exposed to lead contamination from the Flint Water system by linking them to community programs and benefits that improve health outcomes. Resources of focus include the domains of community health, education, environmental, and other resources to help mitigate the personal and population health effects of lead exposure. A referral component of the Flint Registry will involve connecting Flint Registry participants to community programs through a single online Community Referral Platform (CRP) currently being used in the Greater Flint community. The Greater Flint Health Coalition will manage the Community Referral Network component of the Registry, as well as community-based outreach and engagement activities.

The full-time Assistant Project Manager will support the Director of Community Engagement in coordinating the details related to the development, implementation, and management of the Greater Flint Health Coalition's Flint Registry scope of work, specific to community engagement of residents, government agencies, and community-based agencies. The Assistant Project Manager will track and manage all referral content and program performance data aiming to provide Flint Registry participants with referrals to community-based services that mitigate the effects of lead exposure. The position will also support project partner convening and the committee activities.

Daily responsibilities will include workplan management, data compilation and analysis, referral process management, problem solving, reporting, procedure maintenance, development of communication materials, and program documentation to support Flint Registry strategic plans. Flexibility and a commitment to continuous learning will be required of the successful candidate.

Primary Responsibilities:

- Assist with the planning, support, management, and execution of committees and community collaboration projects in partnership with cross-functional teams composed of clinical partners, education partners, community and social service agencies, and the community at-large.
- Owns the maintenance of ongoing metrics, reports, analyses, dashboards, etc. specific to the GFHC's Flint Registry scope of work.
- Monitors, processes, and manages referral outcomes to appropriate service organizations based on registrant need.

- Gathers data from internal and external organizations; updates periodic reports; analyzes statistical data to identify and correct errors and to evaluate general content.
- Develops ad-hoc reports to conduct data analysis and validation.
- Analyzes trends to recommend process and/or operational improvements.
- Creates scripts to automate repetitive tasks, where appropriate.
- Manages timelines, activities, documentation, and deliverables while maintaining alignment with program objectives and work-plan requirements.
- Participates in quality assurance, continuous improvement efforts, identifying system and process issues.
- Supports the mission, vision, values and key strategies of the Greater Flint Health Coalition and development of collaborative relationships with the organizations that interface with the program.
- Other duties and responsibilities as assigned.

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.

- Bachelor's Degree in health or related business field; Master's degree (MPH, MHA, 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 measurable improvement in project metrics.
- Ability to integrate a diverse skill set (technical, analytical, theory, research, relationship building) to improve desired program outcomes.
- Prioritization, multi-tasking, and organization skills and a strong attention to detail.
- Maintains a high level of confidentiality and acceptance of diverse populations.
- Demonstrates a high level of cultural competency in the daily performance of duties.
- Demonstrates ability to work within a team-based environment; is flexible with schedule, tasks and settings; complies with organizational, state and federal rules.
- Demonstrates excellent customer service performance on all contacts with internal and external customers, with attitude and actions that are consistent with Flint Registry.
- Knowledge of HIPAA and prior experience in a health care setting a plus.
- Excellent interpersonal, written and oral communication skills and an ability to present self 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.

Reports to: Director of Community Engagement

Job Status:

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

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, Flint Registry".

This position is open until filled.

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

NO PHONE CALLS PLEASE.