

National Initiative for Children's Healthcare Quality

Position Title: Senior Project Coordinator

Organization:

Founded in 1999, the National Initiative for Children's Healthcare Quality (NICHQ) is an action-oriented organization dedicated to achieving a world in which all children receive the healthcare they *need*. A national organization with its home office in Boston, Massachusetts NICHQ also works with staff and faculty across the country.

Overview:

The Senior Project Coordinator plays an integral role in assuring the quality of NICHQ projects. The Senior Project Coordinator is the consummate host; he/she is often the first point of entry and main point of contact to the NICHQ project team, and external clients and faculty, both in telephone and email communication and also at meetings. During meetings and events, the senior project coordinator is responsible for and leads all travel and meeting logistics. The coordinator schedules meetings to meet deliverable timelines and to maximize participation of project team members. The coordinator holds the primary responsibility for managing the project documents, to enhance communication between the NICHQ project team and participating external teams. The Senior Project Coordinator will be working on important NICHQ initiatives and programmatic areas including obesity and our perinatal projects.

Major Responsibilities:

- Team player who shows a history of collaborating on project teams to achieve successful project outcomes
- Manages time effectively and has ability to work independently day to day
- Coordinate activities of project team, including:
 - schedule meetings, conference calls, conferences, in person planning meetings and site visits (if applicable) throughout the project working with other members of project team.
 - draft, distribute and post minutes for all project related calls
 - update and post project documents using file management hierarchy, including meeting minutes, calendars, content-related documents and measurement tools and monthly reports.
 - format project documents and assist with preparation of project reports
- Participate in data collection and survey development activities with support and training from Evaluation Advisor
- Coordinate activities of external teams, including:
 - communicate project meetings and tasks to team members throughout project by sending notifications and reminders for various events and meetings.
 - triage questions from participating collaborative team member to appropriate NICHQ project staff member
- Other project related tasks

- Assure timely updates of the NICHQ website as determined by the web manager for assigned projects
- Complete specific marketing tasks as determined by the marketing team for assigned projects
- Working with supervisor, knows how to prioritize tasks and where appropriate take initiative in supporting additional project related work
- Takes initiative to learn NICHQ methods, processes, and products
- Responsible for basic project management functions, with support from senior project staff to develop project work plans, communication documents and presentations
- Solution based thinker who brings innovative ideas on coordination to Senior Project Manager/Project Director for implementation
- Demonstrates advanced internal and external communication
- Shows willingness to engage in peer to peer management in addition to working with supervisor

Qualifications/Education and Training:

Bachelor's degree required, two to four years previous work experience with a minimum of one to two years in the healthcare industry. Proficiency with office systems and computers, experience or knowledge of health care and prior project management experience preferred. Data collection/survey research experience is a plus.

Strong customer service skills, including being detail-focused, excellent written and interpersonal communication skills, ability to meet programmatic goals, ability to work independently and manage self toward goals while being a genuine team player,

Salary

Commensurate with qualifications and experience

Benefits

Excellent benefit package, including health, short and long term disability, and other benefits.

NICHQ is an Equal Opportunity Employer