

## Career Opportunity: Project Specialist

### Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health.

### Position Overview

NICHQ is currently recruiting an energetic, detail-oriented Project Specialist with at least 1-2 years of administrative or project management experience to collaborate with multiple team members to support the activities and deliverables of a project.

### Summary

**Salary:** Commensurate with salary and experience

**Career Level:** Entry Level

**Status:** Full-Time, Employee

**Education:** Bachelor's degree required, Master's degree in Public Health or related field preferred

### Position Responsibilities

- Coordinates project activities including administrative details, scheduling, follow up, reminders, etc.
- Prepares agendas for and facilitates meetings, as requested, documents key decisions and supports follow-up
- Supports development of key project documents, including reports (e.g. project reports, funder reports, board reports) and presentations
- Contributes to project planning and decision making
- Serves as liaison with project stakeholders and key partners, as requested
- Assists in the development and management of project plans (e.g., schedule, deliverables, project status reports) and tracking deliverables
- Manages coordination of in-person and virtual events, including: logistics, preparation of materials, set-up, AV, and day-of coordination
- Manages and maintains online communication and data platform (CoLaboratory)
- Supports the project team and collaborates with Marketing/Communications department on project promotion and communication
- May provide day to day management of specific deliverables and activities including those of external customers, vendors and/or internal support departments that are contributing to the project
- Provides thorough and timely customer service
- Other duties, as assigned

### Position Knowledge, Skills and Abilities:

- Strong communications skills, both oral and written; Ability to communicate sensitive information with a variety of stakeholders in a tactful manner
- Ability to multi-task and prioritize, work autonomously, establish timelines and meet deadlines
- Highly organized and skilled at managing numerous details for more than one project
- Works well in team environment and is able to generate solutions to issues as they arise
- Highly flexible and adjustable
- Ability to work under pressure in a fast moving, and at times, intense environment
- Strong interest in ongoing professional development and growth

### Position Qualifications

- Bachelor's degree required, Masters in Public Health or related field preferred
- 1-2 years previous work experience in administration or project management
- Proficiency with office systems, computers, and MS Office Suite: Outlook, Word, Excel, PowerPoint
- High level of comfort learning and using software and technology
- Experience in or knowledge of health care systems and/or quality improvement strongly preferred

### Salary and Benefits

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid earned time off and holidays, and commuter benefits.

### To Apply

To apply for this employment opportunity, please complete and submit an online application at [NICHQ.org](https://www.nichq.org). If you have any trouble accessing the application form, please email [careers@nichq.org](mailto:careers@nichq.org).

*NICHQ is committed to creating a diverse environment and is proud to be an equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.*