



Project Manager

Health Care Access Now (HCAN) is a nonprofit organization established in October 2008 to develop and deliver multi-stakeholder partnerships in order to provide community-based care coordination services for Medicaid, Medicare, and commercially insured adults. HCAN serves as a multi-county hub operation that provides centralized contracting/billing, data management, consumer engagement and marketing, and QI/QA services for health plans, health systems, and regional health collaboratives. HCAN's primary service area includes Hamilton, Butler, Warren, and Clermont OH counties.

Position Summary: Reporting to the CEO, and working closely with the Hub Director, the Project Manager will have responsibility for the daily administrative functions and logistics of a new interdisciplinary project: *Pathways to Health : Transforming Care Coordination and Medical Education in an Outpatient Setting.*

Main Responsibilities:

- Prepares documents for meetings and general correspondence
- Schedules and organizes activities meetings/meeting agendas for the interdisciplinary leadership team and external contractors
- Organizes project events and logistics, including hospitality and venue setup, coordinating mailing and RSVP databases
- Acts as a liaison with project leadership team, key project personnel and stakeholders, and steering committee for project coordination and updates
- Completes daily/routine administrative tasks to ensure efficient flow of information and work processes
- Assists with HR tasks as needed, e.g., processing of new employee requirements, interview scheduling, and assisting with onboarding activities
- Maintains documentation and files needed for budget and project reporting to funders, leadership team, steering committee
- Provides data entry support as needed
- Other duties as assigned.

Minimum Qualifications:

- 5-7 years of administrative/project management experience with multiple stakeholders
- Organized and able to adapt to diverse assignments and changing priorities; works well under pressure
- Excellent organizational skills and the ability to coordinate and maintain filing and office management
- Strong interpersonal skills and the ability to communicate well with others.
- Ability to maintain confidentiality and demonstrate excellent decision making, ethical values
- Possess strong attention to detail with emphasis on accuracy, timeliness and quality in work products
- Ability to work under tight deadlines or flexibility to work overtime, if needed
- High level of demonstrated proficiency with Microsoft Office applications (PowerPoint, Excel, Word, Outlook, Publisher, Access)

Educational Background:

- Minimum BS/BA degree with at least 5 five years of experience in project management experience within a health care, public health setting
- Experience in preparing program reports, workflow tracking and fiscal management

For more information and interested parties: Please submit resume' and salary history/requirements to Judith Warren, CEO at jwarren@healthcareaccessnow.org

Deadline for submissions: July 31, 2016