



THE HEALTH CARE IMPROVEMENT FOUNDATION  
*Building Partnerships For Better Health Care.*

**JOB DESCRIPTION**

Job Title: **Project Coordinator**

Reports to: Director, Health Literacy; Director, Clinical Improvement

Supervises: None

Effective date: June 2019

Job Summary: Provides support to senior staff in the management of their clinical and population health projects and associated deliverables. Responsible for preparing project reports and presentations and assuring timely completion of deliverables. Provides support for committees, conferences, webinars, project team meetings, and other events.

Essential Duties:

- Under supervision of Director, Health Literacy and Director, Clinical Improvement, supports patient safety and population health activities. Specific near-term projects include:
  - Pennsylvania Department of Health grant to support Regional (Southeastern PA) and statewide health literacy coalitions;
  - Pennsylvania Urologic Regional Collaborative (PURC)
  - Novo Nordisk Cities Changing Diabetes
- Assists in organizing and supporting meetings, conferences, webinars, and other events. Prepares agendas, compiles presentation materials, and completes documentation for continuing education credits if needed. Keeps minutes and takes notes on behalf of project team.
- Drafts documents, forms, agreements, invitations and other written materials.
- Prepares PowerPoint presentations for internal and external audiences.
- Creates survey instruments and assists in survey administration, survey analyses and preparing survey reports.

- Performs literature reviews and internet searches on healthcare related issues and to identify program resources that can be used to support the work of the project team. Stays current with healthcare websites and publications.
- Assists in the development of program resources for the various projects.
- Performs other duties as assigned.

Qualifications:

- Bachelors degree required.
- One to two years' experience in a position involving quality improvement, patient safety, project management or population health in a healthcare organization or community setting.
- Strong written and oral communication skills.
- Proficiency in Microsoft office tools, including Word, Excel, Power Point, and Access. Competence with using software applications in statistics, surveys, graphic presentations, spreadsheets, and database management. Working knowledge of applied statistics, research methods, web-based tools and computer systems.
- Ability to analyze, summarize and present clinical data.
- Effective time management skills to juggle multiple tasks simultaneously. Must be able to manage competing demands of Director, Health Literacy and Director, Clinical Improvement, meet all project deadlines and complete assignments promptly and responsively.
- Working knowledge of health care, particularly health care delivery systems, quality metrics, and quality improvement methodologies.
- Flexible, adaptable to change, and a strong team player.

ADA Job Requirements:

- Physical Demands: sitting, standing, walking, lifting (up to 10 lb), stooping, bending, squatting, crouching, pulling, pushing, twisting head and neck, reaching.
- Communication Skills: writing, speaking, hearing, reading, interpersonal relationships, receiving instructions, giving instructions, ability to interact with co-workers and public on the phone.
- Intellectual Skills: short and long term memory, abstract reasoning, decision making, directing others, mathematical calculations.
- Work Situations: Occasional early morning and evening hours, minimal out of town travel, local travel, working alone, working as part of a group, working with the public, high speed performance, frequent deadlines, leadership skills, performing a variety of duties, performing some repetitive duties, operating office equipment (copier, fax, computer).
- Environmental Conditions: office environment.

Hours: Full-time (8:30-5:00) with occasional early morning and evening hours

Salary range: Salary negotiable

Disclaimer: This job description indicates the general nature and level of work expected of the incumbent. It is designed to cover or contain a comprehensive, but not all-inclusive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Send letter of interest and resume to Kate Flynn, [kflynn@hcifonline.org](mailto:kflynn@hcifonline.org)

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The Health Care Improvement Foundation (HCIF) ([www.hcifonline.org](http://www.hcifonline.org)) is an independent nonprofit organization based in Philadelphia, PA that drives high-value health care through stakeholder collaboration and targeted quality improvement initiatives. We are dedicated to the vision of a responsive, coordinated health care community that fulfills the needs of patients and consumers, and achieves better health. HCIF's approach engages multi-stakeholder resources to implement solutions that no market participant could achieve individually. Since its inception, HCIF has been recognized as an outstanding example of how advances in quality care can be achieved through large-scale collaboration.