



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

## **JOB DESCRIPTION**

Role: **Project Coordinator**

Supervised by: Director

Effective date: July 2022

**Job Summary:** This position provides support to multiple project teams in the management of community and population health projects and associated activities. Plans, supports, and coordinates partner communications and project events, including committees, conferences, events, webinars, and project team meetings.

Under supervision of the Director and guidance of the Senior Director, this position supports community and population health projects. Specific near-term projects include:

- o Collaborative Opportunities to Advance Community Health: A collaboration that brings together non-profit hospitals and community-based partners to implement shared activities addressing health and social needs. Focal areas include food security and trauma-informed, healing-centered practices.
- o Novo Nordisk's Cities Changing Diabetes, a private/public partnership that works to improve the lives of people living with or at high risk for developing diabetes in cities throughout the world.

### Main Duties:

- Organizes and supports in-person, virtual, and hybrid meetings, conferences, webinars, and other events. Schedules meetings, prepares agendas, compiles presentation materials, manages technology platforms and vendors, and takes meeting notes on behalf of project team.
- Attends and represents HCIF at community-facing events sponsored by project partners (e.g., health fairs, educational sessions, site tours, volunteer opportunities) and promotes events across project partner networks.
- Coordinates and manages partner communications, including meeting invitations, project updates, marketing materials, and newsletters. Serves as point of contact for

project partners, and engages other team members as appropriate to respond to partner requests in a timely manner.

- Drafts documents, infographics, forms, agreements, invitations, and other externally-facing written materials. Incorporates written and verbal feedback from team members into drafts, and produces polished and error-free final documents.
- Prepares PowerPoint presentations for internal and external audiences, assists team members in delivering presentations, and helps facilitate discussion among partners and community members during meetings.
- Supports evaluation activities, including creating survey instruments and data collection tools, coordinating data collection processes, compiling responses and maintaining project databases, analyzing and summarizing data, and presenting results in narrative and graphic forms.
- Assists in identifying, developing, and disseminating relevant resources for the various projects.
- Performs other duties as assigned.

Qualifications:

- HCIF views expertise as arising from diverse identities, backgrounds, and other professional and lived experiences. Candidates will be evaluated holistically based on a combination of formal education, professional background, and personal experience. Preferred experiences include:
  - A Bachelor's degree.
  - One to two years' experience or training related to public health, population and community health, project management, event management, and/or community engagement.
  - Some prior knowledge and interest working in any of the following: food access, trauma-informed practices, health equity, anti-racism, or chronic disease prevention and management.
- Strong interpersonal and communication skills: welcoming, approachable, and comfortable connecting with people from different backgrounds and lived experiences.
- Interest in working closely with a small team on a daily basis, while also balancing a large network of partners across non-profit, health care, and philanthropic sectors.
- Ability to use Zoom.
- Ability to use Microsoft office tools, including Word, Excel, Outlook, and PowerPoint.
- Interest and willingness to learn survey platform (Jotform) and infographic software (Venngage).

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- Strong time management skills and coordination skills; ability to juggle multiple tasks simultaneously.
- Flexibility and willingness to adapt to change.

Physical Requirements: Occasional walking and lifting (10 lbs.).

Work Environment: Hybrid of in-person and virtual (current); occasional local, state or other travel

Hours: Full-time (8:30-5:00) with periodic early morning, evening, and weekend hours for off-hours events and meetings (flexible comp. time will be provided)

Salary range: \$45,000 minimum

### About the Health Care Improvement Foundation:

The Health Care Improvement Foundation (HCIF) was established in 1980. Philadelphia-based HCIF ([www.hcifonline.org](http://www.hcifonline.org)) is a nonprofit organization that drives superior health care through collaboration and shared learning. Our vision is healthier communities through equitable, accessible, and quality health care. HCIF's approach engages cross-sector resources to implement solutions that no one 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. Our strategic priorities are to improve health equity and build community engagement. We have an organizational commitment to anti-racism.

HCIF's Board of Directors is composed of leaders representing health systems, health payers, the business community, and the public health sector. HCIF maintains a staff of eleven (11) professionals and is supported by contributions from hospitals and health systems, government grants, contracts, partnerships with corporate sources and payers, and donations from foundations and individual donors.