

Job Description

Position Title: Coordinator, Events and Communications

The Network for Regional Healthcare Improvement (NRHI) is a national organization focused on promoting meaningful improvements in healthcare quality and cost containment. Over forty Regional Health Improvement Collaboratives (RHICs) exist in the U.S., many of which form the core of NRHI's membership. The emphasis of RHICs is on performance measurement, payment and delivery system reform, training and assistance in performance improvement, and patient education and engagement. NRHI provides the strategic structure that will allow for learning, sharing, and consensus building on the fundamental changes needed in healthcare payment systems.

Position Summary

The Coordinator for Events and Communications will primarily be an events planner responsible for supporting the successful execution of in-person and online events hosted by NRHI and grant-funded programs administered by NRHI. This includes member-related events as well as more public, externally facing events. As an events planner, he or she will manage the logistics and deliverables of online and in-person large-scale events and conferences, as well as smaller events. Responsibilities will include meeting logistics, i.e., procuring space and securing hotel blocks, organization and production of event materials, coordination of travel arrangements of attendees, and day-of logistical support. For online events, he or she will be responsible for preparing presenters and attendees and for administering the event via an online platform, e.g., webinar, google hangouts, videoconferences etc. Secondly, he or she will serve as a member of the NRHI communications team, supporting the Director of Communications and Web and the Project Manager for Marketing, Social Media and Networks. Responsibilities will include creating marketing materials for events, updating NRHI's online presence via twitter and the NRHI website and supporting member communications needs.

This person must be adaptable, self-directed, well organized, and comfortable working in a fast paced environment with a high level of professionalism. Confidentiality is a fundamental characteristic, as well as exceptional written and verbal communication skills, and sharp attention to details. Demonstrated ability to effectively handle problems quickly and efficiently is also essential. He/she should be comfortable working on teams and independently in unstructured environments. He/she should be skilled in using online tools for events, such as webinar platforms and google hangouts, and ideally should have some experience organizing events. An undergraduate degree in a health-related field is preferred.

- Manage the development and logistics of conferences, summits and meetings
- Schedule and plan online and in-person meetings with network allies and members
- Serve as an expert hosting NRHI's virtual meetings via many different platforms, e.g., twitter chats, google hangouts, webinars etc.
- Interface with meeting participants and assist with making travel arrangements
- Update and edit a vibrant website
- Execute and monitor NRHI's social media strategy
- Work with teams inside and outside the organization
- Assist the communications team on other activities

Additional capabilities include:

Event planning experience: Experience in planning large scale events and managing the logistics. Must have strong attention to detail and be responsive to the needs of participants.

Web/Social Media Skills: Ability to serve as the internal expert in online meeting platforms including but not limited to WebEx, google hangouts and twitter. Ability to support and monitor content development for website and grow on-line presence of network through social media including but not limited to blogs, listservs, google hangouts, twitter etc.

Communication Skills: Demonstrated ability to communicate effectively to a wide audience, and to be an ambassador for our organization.

Organizational Skills: Superior organizational and project-management skills to coordinate and implement a variety of concurrent projects across multiple organizations.

Writing: Ability to communicate with VIPs related to events, and to develop marketing material in support of meetings.

Requirements:

- Bachelor's degree from a recognized college or university;
- At least 2 years work experience;
- Experience with independently managing multiple work streams;
- Experience with events planning;
- Experience with online tools;
- Excellent interpersonal skills, with an open and collaborative work style and commitment to get the job done;
- Excellent communication skills, both verbal and written;
- Demonstrated commitment to high professional ethical standards;
- Ability to look at situations from several points of view;



- Ability to work in a highly flexible and unstructured environment;
- Excellent computer skills; and,
- High comfort level working in a diverse environment.

The Coordinator for Events and Communications position is full time and will be based out of the NRHI office in Portland, Maine.

Please submit your cover letter and resume to Barbara Dacko at bdacko@nrhi.org