

Job Description

Position Title: Project Coordinator, Center for Healthcare Transparency

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.

The Project Coordinator will be contributing to the newly created Center for Healthcare Transparency, a partnership between NRHI and NRHI member Pacific Business Group on Health. The Center's purpose is to make high quality, reliable, integrated data available to all stakeholders seeking to transform healthcare. The Center is developing a blueprint to ensure meaningful and accurate information on healthcare costs and quality can be produced for at least 50% of the US population by 2020, an ambitious goal that will be accomplished by capitalizing on existing regional healthcare cost and quality measurement efforts.

Position Summary

The Project Coordinator will be responsible for coordinating and documenting multiple activities, helping to synthesize complex and nuanced information, cataloguing a wealth of specialized materials, setting up and staffing multiple in person and phone meetings and providing value-added administrative support to ensure that both on-site and remote team members and collaborators are able to work efficiently together. He/she will be an integral member of the team who will play a significant role in the success of the project.

The ideal candidate should have strong communication skills (written and oral), excellent organizational skills and attention to detail, a strong ability to synthesize information and prioritize tasks in fast paced environment and be comfortable working on teams and independently. He/she should have experience in a health-related field and a passion for improving the quality and reducing the costs of healthcare in the US. *This is an ideal growth role for someone eager to contribute to transforming healthcare within a strongly mission-driven organization.*

Responsibilities

- Coordinating and documenting multiple project activities
- Receiving and cataloguing a wealth of specialized materials in an online repository
- Contributing to the creation and management of an online resource library
- Setting up and staffing multiple in-person and phone meetings, including taking minutes and generating meeting summaries
- Performing online research and summarizing findings
- Preparing materials, both content and financial, for grant reporting
- Tracking interactions with key stakeholders, including government partners, funders and potential funders
- Supporting team on other activities, with a strong emphasis on ensuring efficient communication among CHT team members and external collaborators working in the office and remotely

Expected capabilities

Organizational Skills: Superior organizational and time-management skills to coordinate and help implement a variety of concurrent projects with multiple internal and external stakeholders and to effectively manage a large volume of technical and business documents.

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

Analytical Skills: Ability to effectively categorize information and to track and document far-ranging conversations about both technical and strategic issues. Ability to efficiently research online and report findings.

Computer Skills: Excellent ability with Excel and Word, comfort with Powerpoint and a variety of online work tools for project management, surveys, webinars, etc.

In summary, the ideal candidate will combine a wide range of skills, including gathering and organizing information and planning meetings of all types. This person must be adaptable, self-directed and feel comfortable asking questions and working in a fast paced environment with a high level of professionalism. Confidentiality is a fundamental characteristic, as are exceptional written and verbal communication skills, and sharp attention to details. Demonstrated ability to handle problems effectively and efficiently is also essential.

Specific Requirements:

- Bachelor's degree from a recognized college or university;
- Three or more years work experience in healthcare related field;
- Experience independently managing multiple work streams;
- 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 Project Coordinator will work from NRHI's Commercial Street office in the Portland, Maine.

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