

## Project Coordinator – Federal Programs

The Network for Regional Healthcare Improvement (NRHI) is a national organization focused on promoting meaningful improvements in healthcare quality and cost containment. NRHI represents more than 30 regional health improvement collaboratives (RHICs) and state-affiliated partners, all working toward the goals of better health, better care, and lower costs. Our initiatives begin with support from our members and are organized around high-level topic areas including data transparency, multi-region innovation, transformation support and policy & practice.

This is a fulltime position working primarily on the Transforming Clinical Practice Initiative (TCPI) project funded by the Center for Medicare and Medicaid Innovation, Centers for Medicare and Medicaid Services. This individual will report to the Senior Director of Federal Programs and work closely with the Project Manager of Federal Programs, the Communications team, NRHI members, and others funded through TCPI.

TCPI supports more than 140,000 clinicians as they work to improve quality of care, increase patients' access to information, and spend dollars more wisely. NRHI provides resources and technical assistance needed to help practices transition to the value-based payment models required under MACRA.

### JOB DESCRIPTION

#### Overall Responsibilities:

- Engage as a member of the project team(s) and develop solid working relationships with all team members;
- Coordinate project team schedule, meetings and calendars, and support for in-person and virtual events;
- Document and distribute meeting agenda, minutes and materials in advance of and following scheduled meetings;
- Coordinate project efforts with relevant NRHI projects and committees, members and partnering members and agencies;
- Assist in the design and development of project deliverables for dissemination, coordinating with the Communications Team as appropriate;
- Manage activity reporting for the project's activities;
- Active engagement as an NRHI team player to support the overall mission, vision and goals of NRHI;
- Other duties as assigned by the NRHI leadership team.

## Specific tasks:

- Successfully deliver learning programs and learning lab events- includes scheduling of event, coordinating with faculty to plan for event, developing communications and event materials pre and post event (using MailChimp and zoom) and disseminating outreach and event materials internally and externally on various platforms; developing survey materials for event;
- Regularly communicate with faculty- includes documenting and distributing meeting agenda and materials for monthly Faculty Meetings in advance of meetings, and liaising with faculty between Project Manager and Director as appropriate to ensure project deliverables are met;
- Build knowledge of program and relevant programs- includes participating in all relevant TCPi and CMS events, including weekly Pacing Events;
- Assist in development, implementation and analyses of project evaluation activities and responsible for tracking and compiling result for quarterly and other reporting deliverables;
- Assist in design of project materials, including one pagers, learning modules, etc. and coordinate with the Communications Team as appropriate.

## Desired Skills and Experience

- Bachelor's degree from a recognized college or university; a major study in business administration, healthcare, management, or similar fields preferred
- 1-3 years of professional experience independently managing multiple work streams in a complex environment, healthcare experience strongly preferred
- Experience with qualitative and quantitative information including survey design and analyses, conducting interviews, and performance data analyses.
- Excellent interpersonal skills, with an open and collaborative work style and commitment to get the job done
- Excellent communication skills, both written and verbal
- Demonstrated commitment to high professional ethical standards
- Ability to work in a highly flexible and unstructured environment
- Excellent computer skills
- Ability to flex with organizational priorities and support various NRHI projects and programs as needed

This is a full-time, benefits eligible position located in NRHI's Portland, Maine office.

**Qualified candidates please complete our application and submit your resume and cover letter and via the careers section of our website <http://www.nrhi.org/about-nrhi/careers/>.**

NRHI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.