

Role Description

The Project Coordinator will manage all assigned projects, service/data requests, and quality/clinical deliverables. It is the incumbents job to make sure the framework for requests is well-organized and that the process runs smoothly.

Responsibilities

- Creates and nurtures relationships to develop a network of enthusiastic stakeholders engaged via active participation in the success of programs/projects.
- Manages multiple project requests and priorities at any given time.
- Develops weekly internal/external status reports and status recaps for NBHCC, ASO, Board of Directors and county stakeholders, paying close attention to ensuring takeaways, next steps, and target dates and assigned resources are appropriately captured.
- Works with ASO regional staff to ensure that the appropriate resources are allocated to complete tasks.
- Participates with NBHCC senior staff in the conceptualization, development and presentation of materials used in strategic initiatives/ proposals.
- Assist with drafting documentation including, but not limited to, project submittals, scope documents, schedules, project setup, implementation tracking, closeout documentation and ongoing monitoring tracking.
- Scheduling stakeholder meetings and facilitating communication between the stakeholders throughout the request life cycle.
- Provide daily communication (verbal and written) with all internal stakeholders to ensure deadlines are met throughout the project lifecycle and to advise of project progress, shifts in timelines, changes in scope, and/or deliverables.
- Manage day-to-day administrative functions for designated projects such as organize and maintain department files and records, perform complex clerical duties and analytics, workplans, logic models, scorecards, etc.
- Support team members when implementing risk mitigation strategies.
- Potential coordination with colleges and universities to facilitate research and analysis that mutually informs and links efforts with the education and behavioral health.
- Other duties as assigned.
- Additional duties as assigned.

Education, Skills & Qualifications

- Bachelor's degree in business administration, management or a related field
- Strong knowledge of project management methods and tools
- Proven work experience as a Project Coordinator or similar role
- At least 2 years of experience successfully managing multiple project initiatives
- At least 2 years of experience in quality and/or clinical areas of behavioral and mental health required
- Ability to effectively balance multiple priorities
- Excellent interpersonal and communication skills to foster cross-team collaboration
- Proficiency with Microsoft Office
- Highly organized with focused attention to detail