



Position Description

Title: Project Coordinator	
Reports To: Operations Director	Status: Non-Exempt; Full-time
Location: North Sound ACH Region (Island, San Juan, Snohomish, Skagit, Whatcom Counties)	

Position Summary

This position will work with the Chief Operations Officer and other team members to support the planning and monitoring of North Sound Accountable Community of Health (North Sound ACH) projects and programs. A major responsibility of this position will be to support the implementation of partner management and quality improvement strategies of the North Sound ACH.

Essential Job Functions

Major Duties

- Develops and maintains accurate resource, research and asset databases to meet North Sound ACH program goals and objectives.
- Catalyzes collective action to advance community transformation by participating as a liaison to regional health coalitions and other key partners who focus on reducing disparities and/or addressing social determinants of health.
- Gathers insight and information from key partners and stakeholders as to the perspectives on community voice in the North Sound ACH.
- Learns and understands the needs and interests that motivate North Sound ACH partners.
- Maintains current knowledge about health reform and summarize key points for staff, community partners and other stakeholders.
- Conducts and coordinates needs assessment activities, including quantitative and qualitative data collection, of community coalitions and partnering providers.
- Supports project quality improvement, monitoring and evaluation efforts.
- Collaborates with team members, ensure that effective communication tools and practices are in place.

Administrative Duties

- Acts as member of North Sound ACH Team, including providing varied contributions to general management.
- Performs other special projects, research or tasks as assigned.

Qualifications and Skills:

Knowledge & Experience

- Bachelor's degree from an accredited college or university in business, health education, community health, education, or a related field. Experience may be considered in place of degree.
- Minimum of 3 years of experience in facilitating cross-sector planning in the health, human services, and/or community development fields and managing groups with multiple perspectives and interests.
- Solid decision making, emotional maturity, problem solving approaches, and ability to support routine to complex analysis.
- Knowledge of current health reform agendas and integration strategies in the social determinants of health services, delivery systems around health and social supports.
- Public speaking and presentation skills.
- Policy development and interpretation skills.
- Advanced written and oral communication skills; ability to present complicated issues in an accessible manner to diverse audiences.
- Demonstrated experience working with diverse public and private sector stakeholders to manage multiple, competing interests to reach shared goals.

Other Qualifications

- Leadership: Lead by example, maintain professionalism, and leverage communication strategies to promote effective organization change and culture development.
- Commitment to Equity: Leadership and training in the importance of improving equity and reducing health disparities, and how data (or lack of data) is relevant to achieving reduced disparities.
- Project Management: Manage and prioritize multiple projects, tasks and execute deliverables on time, within scope and budget. Work independently to plan, organize, and implement public health activities.
- Computer Competency: Advanced experience with MS Office suite, including Word, Excel, PowerPoint software programs, and Google Apps, including Docs, Spreadsheets and Google Drive, together with ability and desire to learn new applications.
- Stakeholder Focus: Maintain effective working relationships with current and emerging partners of North Sound ACH.
- Dependability: Demonstrate responsive and responsible behavior in fast-paced setting.
- Ethics and Integrity: Earn the trust, respect, and confidence of co-workers and stakeholders through honesty, forthrightness, and professionalism in all interactions; respect and maintain confidentiality.
- Proactive: Track assignments and projects for multiple programs; anticipate team needs and outcomes.
- Teamwork: Work effectively and respectfully with program staff, stakeholders, and other affected parties.

- Time Management: Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.
- Oral and Written Communication: Effectively convey ideas clearly both orally and in writing, using both professional and Plain Language principles. Excellent presentation skills; dynamically (persuasively) presenting ideas to management. Written documents are clear, direct, and succinct. Use tact and diplomacy in handling correspondence and in direct contacts. Experience in public speaking and using media presentations.

Special Requirements

- A valid driver's license and proof of insurance are required. Successful candidate will have ready access to and ability to operate a motor vehicle.
- Final candidates are subject to a background check.

Working Conditions & Physical Requirements

Work is primarily performed in a professional office setting. Occasional travel among the five-county service area is required, including evening and weekend hours to travel or attend meetings. Position requires hand manipulative skills working with electronic equipment and systems. May occasionally lift and carry items weighing up to 25 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Vision acuity to perform read and complete documents.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The North Sound ACH is an Equal Opportunity Employer