**Summary:** In order to ensure that [CHC] meets the objectives of its mission and vision, the Project Coordinator manages the logistics surrounding scope, cost, time, quality and support of [CHC]’s departments.

**Responsibilities:**

* Participates in the design, planning, implementation, monitoring and/or maintenance of a variety of clinical projects and programs under the direction of clinical leadership.
* Collaborates with all level of business partners and external partners/agencies to ensure the successful delivery and integration between projects within functional groups across the organization. Influences others and acts as a subject matter expert in areas of assignment.
* Provides accurate, timely and reliable program and project information to internal and external business partners. Effectively manages internal and external relationships for positive outcomes.
* Effectively resolves issues and escalates problems and concerns when needed.
* Ensures the quality and application of program/project management standards (process, tools, templates and techniques).
* Ensures programs and projects meet or exceed scope, cost, time, quality and support the overall mission and vision of the organization.

**Experience & Education Qualifications:**

* Bachelor’s degree or two-year degree and equivalent work experience.
* Six Sigma and/or PMP certification preferred.
* Working knowledge of project management techniques, including reporting and basic statistical analysis.
* Strong organizational and time management skills.
* Effective communication skills, both verbally and in written communications.