

<b>Job Title</b>	<b>Project Coordinator, CaroNova Program Design</b>		
<b>Reports to</b>	Senior Director, Program Design, CaroNova		
<b>Effective Date</b>	September 1, 2022	<b>Manager of People</b>	No
<b>FLSA Status</b>	Exempt	<b>EEOC Class</b>	2

### **ABOUT NCHA AND FOUNDATION**

NCHA is a state-wide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, and other healthcare services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leveraging the scope and scale associated with a \$20+ million-dollar organization, which is funded by members' dues, grants, and shared services.

The North Carolina Healthcare Foundation (NCHF) is the 501(c)(3) affiliate of NCHA. NCHF supports the Association's work in quality improvement, patient safety, behavioral health, and rural health care.

### **ABOUT CARONOVA**

CaroNova, which operationally falls under the North Carolina Healthcare Foundation, is a bi-state incubator serving North and South Carolina to connect key people and organizations with promising innovations to accelerate necessary change. Its purpose is to align leaders across the Carolinas in pursuit of a better and more equitable system of care. CaroNova works alongside payors, providers, subject matter experts, community members, and patients to find opportunities for impact in areas such as serious illness care, youth mental health and opioid abuse, among others. CaroNova operates under a joint operating agreement among the South Carolina Hospital Association (SCHA), the North Carolina Healthcare Association, and the Duke Endowment (TDE). The central infrastructure is housed within the Foundation of the North Carolina Healthcare Association.

### **PURPOSE**

The Project Coordinator is a core member of the CaroNova design team and will support CaroNova programs in deliverable completion, scheduling, record-keeping, and ensuring information flows among key stakeholders. Working as part of matrixed team, the Project Coordinator is responsible for maintaining deep knowledge of core programs and building meaningful relationships with funding partners and subject matter experts. Reporting to the Senior Director, CaroNova Program Design, this role will ensure programmatic success and support execution of projects in various stages of development across the CaroNova innovation design process.

The initial priority for this role will be to support a CaroNova contract with the South Carolina Department of Health and Human Services (SCDHHS) focused on the development, implementation, and execution of a Statewide Behavioral Health Master Plan to evaluate layers of the behavioral health continuum from outpatient and community-based preventative services to acute care inpatient needs, primarily focusing on youth. This position is grant funded and will be reviewed annually based on funding availability.

## **RESPONSIBILITIES**

- Ensure all parts of an assigned project are processed, organized, and progressing according to predetermined timelines and deliverable dates
- Act as a point of communication between CaroNova and project stakeholders to ensure timely flow of information
- Coordinate logistical support of assigned virtual and in-person meetings
- Attend and provide any relevant administrative support to assigned meetings such as maintaining meeting minutes, preparing agendas, securing locations, and managing audio/visual needs
- Utilize project management software to track key program design activities and ensure team is up to date on upcoming deadlines
- Support the coordination of internal and external resources to ensure projects remain within scope, on schedule, and within defined budgets
- Cultivate and maintain relationships among key internal and external stakeholders
- Support the maintenance and development of web content related to assigned programs
- Perform other tasks and duties as assigned

## **MISSION/VISION/VALUES**

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships
- Support the vision for a North Carolina where high-quality healthcare is equitable and accessible for all
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

## **INTERNAL RELATIONSHIPS**

- Collaborates with program leads and managers, evaluation and data teams members, internal subject matter experts, and other NCHA, SCHA, and TDE staff on the development and execution of CaroNova and NCHF initiatives.
- Works with program design team and CaroNova state implementation teams to help ensure programs are advancing the vision and in alignment with funder agreements.
- Coordinates work with support staff as needed on project logistics.

## **EXTERNAL RELATIONSHIPS**

- Develops and maintains good working relationships with health systems, healthcare providers, community organizations, and funding partners.
- Maintains communication and coordinates project deliverables with external partners such as SC and NC State agencies, program partners, subject matter experts, and funders.
- Provides support and assistance to program stakeholders under the direction of assigned project leads.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in an applicable field required
- Minimum two (2) years direct experience required in a project management or coordination role, preferably in a healthcare, public health, or non-profit setting
- Experience with database and website management as well as project management software
- Experience in meetings management and logistics preferred
- An equivalent combination of education, training, and experience may be considered

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to prioritize and multi-task across multiple projects
- Critical thinker with strong situational awareness
- Proven success working with diverse teams across all levels of management
- Strong organizational, planning, and time management skills
- Excellent written, and oral communication skills
- Knowledge of program development, execution, and evaluation methodologies
- Advanced knowledge and proficiency in MS Excel, MS PowerPoint, WordPress, and MS Word
- Service-oriented
- Excellent teamwork and collaboration skills

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work performed mostly in an office or home office environment. Position can be based in North or South Carolina.
- Use a computer throughout the workday.
- Requires regular travel throughout South Carolina including periodic meetings held at NCHA in Cary, North Carolina, SCHA in Columbia, South Carolina, and TDE in Charlotte, NC.

### **COVID-19 VACCINATION POLICY AND PROCEDURE**

- Newly hired NCHA staff will be expected to achieve policy compliance within the first six weeks of NCHA employment.
- NCHA staff may receive the vaccine from any vaccine provider.
- NCHA staff must provide documentation of vaccination to the Director of Human Resources.
- Acceptable proof of vaccination is a document (CDC COVID Vaccination Record Card) by the professional who administered the vaccine which is a World Health Organization (WHO) approved COVID-19 vaccination dosage series or have received the single dose J&J vaccine.
- Vaccination exemptions may be granted for documented medical contraindications/circumstances and religious beliefs

*North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.*