

New Position: Coordinator - Strategic Initiatives

General Job Description

Reporting directly to the Chief Executive Officer, the Coordinator - Strategic Initiatives is responsible for a wide variety of functions including strategic planning, operations, project management, administration and executive support.

Responsibilities

- Collaborate across a variety of divisions including Operations, Finance, Clinical and Programs, and work closely with the Process Improvement Team to develop policies and procedures that improve organizational processes and/or efficiencies
- Organize executive support efforts such as presentation readiness, operations review and background research as needed to aid in project management, publications writing and proposal development
- Provide executive leadership with clear sightlines of status, roadblocks and escalations required to make sure issues are addressed in a timely manner
- Coordinate bi-monthly meetings with the Strategic Planning Committee/School Health Task Force
- Lead meetings with senior staff, develop agenda, prepare meeting minutes, track action items and push deliverables to completion
- Develop work plans and prioritize programs based on committed target dates and strategic importance
- Generate routine monthly program status reports

Key Competencies

- Ability to drive strategic imperatives across and outside the organization in a way that is orchestrated, purposeful and results oriented
- Comfortable interfacing with the Board of Directors, members of the executive leadership team and managers across the organization
- An experienced, achievement oriented leader who possesses the confidence and composure required to influence senior leaders and effectively communicate across a diverse set of constituents
- Attention to detail
- Ability to work on projects simultaneously, change tasks quickly, ensure priorities are met and see projects to completion
- Emotional intelligence, flexible work style, excellent diplomatic skills across all levels of the organization

- Ability to handle sensitive and confidential information with compassion and sound judgment
- Excellent communication skills, verbal, written and presentation

Minimum Qualifications

- Candidate must have a Bachelor's degree in Public Health, Health Care Administration, Public Administration, Business Administration or similar disciplines
- Six or more years of relevant work experience
- Strong proficiency with Microsoft Office

Preferred Qualifications

- A Master's degree in Public Health, Health Care Administration, Public Administration, Business Administration or similar discipline
- Experience in health care or a non-profit setting
- Experience working alongside senior leaders and communicating with a wide range of stakeholders at various levels
- Excellent follow-through skills
- Comfortable working independently and as an integral part of a matrix team
- Demonstrated ability to complete time-sensitive tasks, adapt quickly to last-minute changes and manage multiple projects at once
- Ability to adapt to changing job requirements