



## POSITION DESCRIPTION

### ASSOCIATE PROJECT MANAGER (Full-Time, Remote)

#### ABOUT THE ROLE

HealthBegins is a national healthcare consulting and training firm that possesses an unwavering commitment to equity and justice. Based in Los Angeles, California, we move health leaders to continuously improve the social drivers of health equity through the development of groundbreaking strategies, learning collaboratives, and targeted improvement campaigns. We believe that 'health begins' where we live, work, eat, sleep, and play—and we are looking for a mission-driven **ASSOCIATE PROJECT MANAGER** to support the management of our growing national portfolio. Reporting to the Senior Program Manager, this individual has a passion for health equity and will leverage their in-depth project management skills and practiced ability to manage stakeholder relations to advance HealthBegins' major strategic consulting initiatives and programs. This includes initiatives that help healthcare systems, community-based organizations, managed care plans, physicians groups—and more—achieve goals that address health-related social needs (HRSNs) at the individual, community, and societal level.

The qualified candidate is a quick learner, has demonstrable success in supporting collaborative initiatives, is an efficient program manager who excels at organizing and supporting multiple teams, can identify and troubleshoot problems, and is skilled at managing client and partner relationships. This is a full-time, salaried position.

#### WHY WORK AT HEALTHBEGINS

You'll join a mission-driven firm that drives radical transformation in health by helping healthcare and social sector clients improve the social and structural drivers of health equity for patients and communities. You'll become part of a fast-growing team that's inspiring and helping courageous leaders across the nation to make healthcare and society better by addressing the "[upstream](#)" social, economic, and structural conditions that make people sick, especially for our most marginalized patients and communities. You'll extend the reach and impact of our strategic consulting, training and education, technical assistance, and communications and advocacy services and products. And you'll join an amazing work culture that provides great benefits, supports you as you balance work and family commitments, and promotes excellence through team collaboration, continuous learning, belonging, transparency, diversity, equity, and inclusion.

#### CORE RESPONSIBILITIES

##### Project Management and Coordination:

- With support from the Senior Program Manager, lead and coordinate projects of high complexity by working with cross-functional teams to build and execute project plans on time and on budget.
- Utilize project management software (ClickUp) to rigorously document project activities, prioritize action items, assign tasks, and track project progression against deliverable schedules.
- Mitigate risks by maintaining effective communication, strategically coordinating project resources to ensure deadlines are met, and concurrently remaining flexible to changes in scope.

- Support or lead the development of comprehensive milestone and activities calendars to advance project progression.
- Manage the creation, maintenance, and appropriate monitoring of internal and external project documents including—but not limited to—agendas, matrices, development schedules, registries, risks logs, etc.
- Ensure notes from client and partner meetings are well documented and synthesized in order to prioritize and share action items and next steps for internal and external project team members.
- Advance efforts to ensure transparency and accountability in equity practices across the organization, our partners, and community.
- Assist or manage the scheduling (Zoom, MS Teams, Webex, etc.) and planning of learning sessions, coaching calls, virtual stakeholder events, and client-facing project meetings.
- Ensure client/stakeholder views are always managed towards the best solution.
- Support the timely processing of deliverable-based and recurring invoices by tracking project fulfillment and working with the finance team to submit and clear contractual payments.

### **Program Management, Relationship Management, and Interdepartmental Support:**

- Actively support the success of HealthBegins' clients by independently and collaboratively providing program management and analytical support to strategic consulting and/or policy advocacy projects.
- Work to identify best program practices while concurrently championing opportunities for process improvement that can inform and update standard operating procedures.
- Lead, support, or coordinate the completion of program deliverables (e.g. strategic plans, evaluations, implementation plans and reports, slide deck presentations, communication toolkits, etc.).
- Advance business relations by actively participating in and/or leading internal and external project meetings with stakeholders, funders, clients, project partners, and HealthBegins' network of providers and health systems.
- Foster and cultivate relationships with key stakeholders, federal and state agencies, decision-making bodies, coalitions, working groups, and other organizations.
- Assist in the development of reports on policy/system barriers to health and racial equity identified by clients and partners.
- Work with the Senior Program Manager and communications team to help identify and develop client success stories and contribute to the identification of key performance indicators.
- Support the internal operations staff to help standardize internal processes, establish practices, templates, policies, tools, and partnerships to expand and mature the capabilities of our organization across the strategic consultant service line.

### **PREFERRED LOCATION AND TRAVEL REQUIREMENTS**

Preferred candidates reside in California or Washington (state). While our teams are currently working remotely, our offices will be reopening in 2022. The ideal candidate for this position would be based out of our Los Angeles office with the opportunity for remote and in-person work based on the needs of the position. Regardless of location, the candidate should be willing and able to work during regular business hours on Pacific Time.

### **TECHNICAL ATTRIBUTES INCLUDE**

- Excellent experience with databases and CRM software.
- Expert proficiency in Microsoft Office and Google Suite software.
- Well-organized and clear communicator with attention to detail.
- Strong interpersonal skills, self-awareness, and situational awareness.
- Comfortable with change and ambiguity, and has proficiency in prioritizing issues/escalations and managing multiple projects simultaneously.
- Possesses broad experience in handling difficult or sensitive situations in a professional, timely, and thorough manner and highly motivated to provide excellent client service.
- Demonstrates knowledge and experience working with industry-leading project management methods, tools, and resources.

## PERSONAL ATTRIBUTES INCLUDE

- **Authentic:** You possess an authentic commitment to racial equity, social justice, and the structural transformation of health systems.
- **Empathetic:** You lead conversations with empathy, demonstrate an understanding of social and structural drivers of health inequity, and exhibit intellectual curiosity about the social and structural drivers of health and health equity.
- **Self-Starter:** You are a self-starter who values honesty, teamwork, and people, and you exercise good judgment to step up for work while also ensuring needed perspectives are reflected in the final product.
- **Inclusive:** You appreciate diversity and thrive when working with groups of people from different backgrounds, religions, ethnicities, and more.

## PHYSICAL WORK DEMANDS

- Ability to communicate orally with others.
- Regular use of the telephone, laptop camera, and email for company communication is essential.
- Sitting for extended periods is common.
- Standing at a workstation for extended periods.
- Ability to distinguish standard colors.
- No heavy lifting is expected. Exertion of up to 10 lbs of force occasionally may be required (e.g., the approximate weight of 3 large telephone books).
- Good manual dexterity for the use of common office equipment such as laptops and calculators.
- Will provide reasonable accommodations to support candidates to work remotely and to support physical ability.

## QUALIFICATIONS INCLUDE

### Required:

- 3-5 Years of experience in a similar role.
- Bachelor's Degree or four years of relevant work history post-high school.
- **Strong interest and documented commitment to advancing health equity.**

### Preferred:

- Master's Degree in Public Health, Public Administration, Public Policy, or Business Administration.
- Experience working in healthcare, public health, and/or community health. Experience working with healthcare systems, health plans, community nonprofits, and/or philanthropies is a plus.
- Experience working in or demonstrated deep understanding of Medicaid policy and/or managed care plans is a plus.
- Experience working with stakeholders in a nimble, fast-paced, and hybrid (in-person and virtual) work environment.

The compensation range for this position is **\$65,000 to \$80,000** commensurate with experience. To apply, please submit a thoughtful cover letter and resume to [admin@healthbegins.org](mailto:admin@healthbegins.org). Your resume should tell us what you can do, but your cover letter should tell us who you are. We will not accept candidates without a cover letter and resume. While we appreciate all interest in this opportunity, we ask that only those who meet the above criteria apply. **All applicants must be willing to provide references and have information from their resume and interview verified. Must have work authorization to work in the United States.**

*HealthBegins strives to maintain a diverse and inclusive workforce through recruitment, retention, and promotion policies. Employment decisions are based on merit, qualifications, and skills, and we strongly encourage people who have been directly impacted by the social needs and systemic barriers we address to seek employment with us. HealthBegins believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability, or medical condition.*