



POSITION DESCRIPTION

HEALTH EQUITY PROJECT COORDINATOR (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 **HEALTH EQUITY PROJECT COORDINATOR** who will help our project teams coordinate project activities and manage resources, while additionally supporting the scheduling and planning of both internal and external meetings. The project coordinator will work with remote teams across health care, public health, and/or social services spaces.

Reporting directly to the Senior Program Manager for Strategic Consulting, this individual's primary goal is to create, manage, and support the execution of project work plans, to revise as appropriate to meet changing needs and requirements, and to communicate effectively with the internal team as well as with clients and external stakeholders. The qualified candidate is a quick learner, curious, has a demonstrable record of collaborative and efficient project coordination, and excels at working with diverse stakeholders, organizing and supporting teams, and identifying and troubleshooting problems. This position will primarily support HealthBegins' national strategic consulting initiatives, which support health systems and nonprofit executives and managers across the country to advance the social and structural drivers of health equity. 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 Coordination:

- Support the development and execution of project plans in Google Drive and ClickUp project management software.
- Support the project team in documenting, maintaining, monitoring, and communicating project plans, tasks, and progress.

- Coordinate the implementation and maintenance of the project management calendar for fulfilling all goals, milestones, and objectives.
- Utilize project work plans to coordinate project needs, track project progression and changes, assess risks and issues (providing solutions where applicable), and ensure project deadlines and tasks are met.
- Assist with the scheduling (Zoom, MS Teams, Webex, etc.) and planning of learning sessions, coaching calls, virtual stakeholder events, and client-facing project meetings.
- Organize, attend, and participate in both client-facing and external partner meetings.
- Create agendas, capture comprehensive documentation of action items and next steps from client meetings and virtual events, synthesize notes, and distribute them to all project team members before and after meetings.
- Under the direction of the Senior Program Manager, foster relationship-building with client project staff, health system partners, funders, external subject matter experts, faculty, and more.
- 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.
- Assist the HealthBegins Project Management Office (PMO) by providing feedback to inform best practices and process improvements, and concurrently staying up to date on standard operating procedures.

Program Coordination:

- Support the creation of presentation materials, agendas, tools, and resources for HealthBegins' learning collaboratives, strategic consulting projects, and other service lines.
- Update and manage program-related documents and spreadsheets including, but not limited to, detailed work plans, risks and issues logs, RASCI charts, stakeholder registries, and learning needs trackers.
- Work with the program management and communications teams to help identify and develop client success stories and key performance indicators (KPIs).
- Coordinate evaluation data needs, intake forms, and various surveys in support of health equity activities.

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

- 2-3 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, or Public Policy or equivalent
- 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 in providing project coordination in the professional services, consulting, or nonprofit industries.
- Experience working with multiple stakeholders within a fast-paced environment.

The compensation range for this position is **\$50,000 to \$65,000**. To apply, please submit a thoughtful cover letter and resume to 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.