

TEXAS HEALTH INSTITUTE

Job Description

TITLE: Projects Coordinator

REPORTS TO: Chief Operations Officer

BASIC FUNCTION: Responsible for administrative and operations support for the Mountain States Regional Genetics Network (MSRGN) project and general operations at THI

Salary Range: \$46,000 – 50,000

THI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

MAJOR RESPONSIBILITIES/TASKS

MSRGN Project

- Schedules meetings (including state teams), webinars, conference calls, and distributes invites and reminders to the events
- Updates MSRGN calendar with direction from management team, facilitates content management and uploads on website and social media
- Organizes and maintains updated MSRGN listservs (Airtable and Constant Contact), guided by input from project management team
- Tracks attendance, prepares meeting minutes, and sends action items email summary (person responsible and due date) for management team calls
- Helps compile, edit, and submit all grant-related reports, including progress and mid-year reports and metrics
- Helps gather, track, and enter data for grant evaluation measures (both inside and outside of the Airtable database)
- Distributes, mails, and tracks printed resources
- Verifies regional clinic and services information annually
- Coordinates webinars including scheduling, tracking of attendance. and entering in Airtable for evaluation purposes, facilitating speakers, coordinating continuing education (e.g., CME) documentation, and distributing surveys

- Maintains MSRGN documentation back up of documents including receipts, agendas, minutes, reports, HRSA documentation
- Participates in all MSRGN management team calls, state team call and HRSA calls, as needed
- Attends weekly meetings with Project Manager to discuss weekly schedules and tasks
- Other duties as requested

THI

- Assist Chief Operations Officer to support and coordinate daily business operations
- Proactively recommend and implement process improvements to increase productivity and reduce duplication
- Provide support to THI Leadership team for process improvement and tracking progress
- Demonstrates continual effort to improve operations, decrease follow-up times, streamline work processes, and work cooperatively and collaboratively with staff and contractors
- Other duties as requested

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

Supervisory Responsibility: None

Knowledge and Experience:

- Bachelors or equivalent in business administration, public health, and/or social work required
- Minimum of 2 years work experience required
- Experience with project coordination and/or operations required
- Experience with content management on websites and social media required
- Experience with managing continuing education preferred
- Experience with email marketing tools such as Constant Contact preferred
- Experience in a business work environment preferred

Travel required – Minimum travel (possibly 2 trips per year)

Skills and Abilities:

- Excellent computer skills, including proficiency in all Microsoft Office applications (e.g., Word, Excel, Outlook and PowerPoint)
- Excellent time and resource management skills
- Excellent verbal and written communication skills
- Ability to multi-task and work on multiple projects with various staff members simultaneously
- Strong business acumen, organization, and detail-minded approached
- Ability to work effectively in a fast-paced environment
- Ability to maintain confidential information
- Must be flexible, maintain a positive attitude, and be able to work well with co-workers and others on group projects
- Must be able to work independently and to prioritize tasks and accommodate project deadlines

To Apply:

Please email (subject line: Projects Coordinator) a cover letter, the THI application, and resume to Sherry Wilkie Conway at swilkie@texashealthinstitute.org

The cover letter should describe your interest in the position and include an explanation of your connection to THI's mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.