

Are you ready to join a passionate community of people who are changing how health care is delivered? A place where you will find a career you love while truly making a difference building healthier communities. If this sounds like you, we would love to have you apply as **Associate Project Manager** with Medical Home Network (MHN)!

MHN is a not-for-profit collaborative that has fundamentally changed how care is delivered. Our proven model of care unites provider communities and diverse healthcare entities around a common goal: to redesign healthcare delivery and transform the way care is managed.

THE PERKS

- Fun, challenging, and collaborative work environment with passionate colleagues that care deeply about healthcare delivery.
- Recognized as One of the Best Places to Work in Healthcare by Modern Healthcare.
- Competitive benefits program including Medical, Vision, Dental, HSA, FSA, and 401k.
- Fitness reimbursement, commuter benefits, and tuition assistance.
- Great work life benefits- Paid time off, sick time, and 12 paid holidays.
- Hybrid schedule, 2 days on site 3 days remote.

THE OPPORTUNITY:

Reporting to the Manager, Project Management this position is responsible for leading medium to large complex projects. The Associate Project Manager is accountable for full project lifecycle management autonomously, including project discovery, planning, execution, change management and close out. This role develops and maintains relationships with project stakeholders and business and technical leadership to meet or exceed project objectives. The Associate Project Manager is a lead role in driving initiatives and teams towards realization of both quantitative and qualitative benefits that are aligned with overall company strategy.

WHAT YOU CAN LOOK FORWARD TO:

- Lead the discovery, planning, execution and closure of strategic initiatives
- Organize, initiate, and manage business and technical projects end-to-end
- Organize and motivate project teams for each project composed of representatives from each area affected by the project
- Create and manage project plans from scratch in Smartsheet, while working with key stakeholders across the enterprise to establish and build timelines.
- Run weekly core team and other project meetings, prepare agendas and minutes, complete weekly project status reports, and run bi-weekly Steering Team meetings, and create PowerPoint presentations
- Partnering with cross-functional teams, execute plans to achieve objectives while assessing and mitigating risks and issues to ensure successful delivery of programs/projects
- Lead and manage process optimization and promote commonality in project processes and tools. Use Continuous Improvement capabilities (PMI, Six Sigma, Lean, Agile, and validation tools coupled with project management Software)
- Exhibit professional behavior with both internal/external business associates that reflects positively on the company and is consistent with the company's policies and practices.
- Executive presence and articulation
- Ability to manage multiple projects with competing deadlines and priorities

WHAT YOU'LL NEED TO SUCCEED:

- Bachelor's degree in related area, MBA Preferred
- An understanding of Systems Development Life Cycle, project management and enterprise processes.
- Familiarity and experience with Project Management Methodologies (i.e. Agile, Waterfall, SCRUM) and project practice
- Understanding of project financial tracking including monitoring and reporting on budget expenditures
- Ability to work independently and within a team environment
- Analytical & Technically proficient
- Meeting facilitation & note distribution proficiency
- Ability to balance multiple tasks simultaneously
- Strong Organizational methodology and attention to details
- Strong Verbal and Written Communications skills
- Forward thinker continuously learning new tools and techniques
- Health care acumen experience
- Comfortable and proficient speaking in public
- PMP or other Project Management Certification preferred
- Comfort/poise with senior management
- Experience with Smart Sheets

Medical Home Network is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.