



Project Manager

The Project Manager will support the organization's commitment to ensuring access to the PACE model of care, while maintaining quality and adherence to regulatory requirements. The Project Manager is responsible for providing project leadership and support to initiatives across the Quality and Compliance department including planning, coordination, scheduling, reporting, and supervision of projects to ensure department goals and objectives are met.

Under the direction of the SVP, Quality and Compliance, the Project Manager collaborates with cross-departmental teams to support the design, implementation, and evaluation of quality and compliance program projects and initiatives. The role will partner with leaders and stakeholders across functional areas to lead and implement projects in support of strategic goals, priorities and trends. The incumbent can communicate openly, recognizes strength in diversity, learns from data and is able to adjust accordingly, performs best on a team with a focus on members, and is held accountable and holds others accountable to follow-through.

The Project Manager will manage department projects by facilitating meetings among NPA staff, NPA members, vendors, and external stakeholders; preparing meeting agendas; researching and analyzing topics of interest; summarizing and communicating meeting results; drafting reports; leading specific projects; and maintaining project plans. In addition, the Project Manager will support other association-wide projects (e.g., conference support) and assist with various membership-related initiatives as needed.

Position Responsibilities

To perform this job successfully, each essential duty and responsibility must be performed satisfactorily. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet organizational goals.

- » Plans, manages and supports assigned projects to on-time completion and high-impact results
- » Supports initiatives with structured project delivery techniques and guidance
- » Identifies and resolves barriers to project success. Alerts project lead to barriers and risk points when and where appropriate
- » Identifies process improvement opportunities, measurable success indicators and implementation strategies for assigned projects and initiatives
- » Partners across the organization and with external partners/stakeholders, including members, to ensure projects and initiatives deliver well-defined business outcomes and results
- » Tracks and reports progress against set plans and provides routine status reports to key internal and external stakeholders
- » Integrates and analyzes data synthesized from reports and / or data management systems, surveys, reviews, and observations to prioritize the use of resources, enhancement of strategic innovative practices, and compliance with federal and state regulations
- » Acts as a trusted collaborator to internal and external partners by researching and sharing best

- practices, facilitating information gathering sessions and identifying potential solutions
- » Demonstrates strategic operational expertise and collaborative problem-solving skills in order to maintain strong relationships and credibility with internal and external stakeholders

HIPAA

This position is not authorized to access, utilize or view protected health information (PHI).

Knowledge, Skills and Abilities

- » Excellent writing, editing, analytic, and communication skills
- » Ability to function well in a small project-centered, team environment and work collaboratively with other staff and a wide variety of internal and external constituencies, including members
- » Superior organizational skills and a demonstrated ability to multi-task and adjust priorities, as necessary, and manage multiple concurrent projects
- » Strong project management skills to coordinate multiple activities and meet tight deadlines, while maintaining attention to detail
- » Strong virtual meeting coordination and moderator skills (e.g., Zoom, GoToMeeting)
- » Proficient in Microsoft Office products (Access, Excel, PowerPoint, and Word)

Requirements

Education

- » Bachelor's degree in health-related field required

Experience

- » Minimum of two (2) years of applicable experience supporting project planning and coordination.
- » Minimum of two (2) years of experience utilizing Microsoft Office products including Outlook, Excel, and Word.
- » Experience facilitating virtual meetings.
- » Experience participating in healthcare quality and/or compliance programs preferred
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Working Conditions

Small, fast-paced team office environment with moderate noise levels. Normal sitting and standing activities for an office environment. Use of phones and computers for extended periods of time. Utilize office equipment and communication technologies for conference calls and teleconference meetings/webinars.

- » Provide facilitation support for virtual meetings (e.g., setup virtual meetings in application, setup polls in virtual meeting applications, monitor chat during virtual meetings, take meeting notes).
- » Participates in assigned meetings, events and training as required

Compensation and Benefits

- » Full-time, exempt position with competitive salary based on experience and qualifications.
- » Excellent benefits package; NPA pays 100% of the employee's premium for Medical (HMO and HSA; PPO paid at HMO rate), Dental, Vision, Short-Term and Long-Term Disability coverage, AD&D coverage, and Long-Term Care coverage.
- » Retirement savings plan
- » Generous paid time off program

To Apply

Submit a cover letter and resume at the link below.

[Click here to apply](#)

Applications should be submitted by **Friday, August 23, 2024**. Due to the large volume of resumes expected to be received, only those candidates selected for an interview will be contacted. If you need assistance or accommodation submitting your application materials, please contact us at hiring@npaonline.org.

NPA is an Equal Opportunity Employer

NPA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage applicants from underrepresented groups to apply.