

RHRC Project Manager

Minimum Qualifications:

- Requires a bachelor's degree or higher plus two years of related experience, or an equivalent combination of education and experience.
- Certification in project management highly preferred.
- Extensive experience with project management tools such as MS Planner and MS Project.
- Experience utilizing a CRM, such as Microsoft Dynamics, is a plus.
- Familiarity with P3 Express methodology, and a willingness to learn, adhere to, and become a certified P3. Express practitioner.
- Experience managing large scale projects with multiple stakeholders across multiple states.
- Demonstrated ability to influence and motivate stakeholders to complete tasks on time.
- Experience working on cross-functional teams and indirectly managing teams.
- Experience using time management skills to prioritize, organize and track details and meeting deadlines of multiple projects with varying completion dates.
- Demonstrated ability to foster positive work culture.
- Familiarity with healthcare or rural healthcare projects is a plus.
- Must have reliable internet.
- Preference will be given to candidates located in the [Appalachian Region](#).

Responsibilities:

1. Project Management

- Collaborate with cross-functional teams to define project scope, objectives, and deliverables.
- Leads the coordination of meetings with key project stakeholders.
- Develop detailed project plans, including tasks, milestones, timelines, and resource allocation.
- Takes the lead on drafting reports for assigned projects, including P3 express weekly recaps, quarterly, and annual reports.
- Monitor project progress, identify risks, and implement mitigation strategies.
- Ensure projects are executed efficiently, meeting quality standards and stakeholder expectations.
- Keeps the RHRC team and other partners apprised of upcoming deadlines and manages interrelated work streams to keep the project on track.
- Attends standing meetings to stay up-to-date on all project work streams.
- Regularly updates key project documents to maintain accurate files.
- Assists assigned project directors with data collection and management as may be needed.



- Utilizes P3 Express Methodology to effectively manage and facilitate all assigned projects.
- Helps ensure spirit of collaboration among other service lines in meeting the needs of customers.
- Works closely with other members of the PM team to adopt P3 Express best practices and standardize Project Management across the organization.
- Participates in peer-review activities to foster shared-learning among the PM team.

Performs other duties as assigned.

Location:

- Predominantly virtual with travel expected no more than 20% of the time.
- Must be willing to travel to Harrisburg, PA and client locations as needed.
- Must be willing to attend in-person meetings scheduled by the RHRC.

Work Status:

- Full-time, 37.5-hour workweek

Salary Range:

- \$75,000 - \$90,000, dependent on project management experience.

If you are interested in this position, please submit your cover letter and resume to mt@rhrco.org.