

Job Title:	Project Manager	Reports To:	Director of Practice Transformation
Location:	Chicago	Travel Required:	Yes
Level/Salary Range:	DOE	Position Type:	Full Time
HR Contact:	Claudria Hurt	Date Posted:	
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line:			

Job Description:
<p>Position Summary:</p> <p>The Project Manager for the Practice Transformation team at AllianceChicago will manage the team’s key projects and initiatives. Project management responsibilities include the coordination and completion of projects on time, within scope, and, in coordination with the Finance Team, on budget. Oversee the life cycle of the project from inception to completion. Set deadlines, assign and coordinate responsibilities across AllianceChicago teams and with external collaborators, monitor and summarize progress of project, ensure correct resources are mobilized and efforts coordinated to achieve successful completion of stated project goals and deliverables. Prepare reports for different audiences regarding status of project.</p> <p>The successful candidate will work directly with our external partners and collaborators to ensure deliverables fall within the applicable scope and budget. They will coordinate with other departments to ensure all aspects of each project are coordinated and right resources allocated to fulfill our responsibilities for each project.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Coordinate internal and external resources for the seamless execution of projects • Ensure that all projects are delivered on-time, within scope and within budget • Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring feasibility • Ensure resource availability and allocation • Develop a detailed project plan to monitor and track progress • Manage changes to the project scope, project schedule and project costs • Measure project performance • Establish and maintain relationships with external partners and collaborators • Create and maintain comprehensive project documentation • Track project performance, specifically to analyze the successful completion of short and long-term goals • Meet budgetary objectives and adjust project constraints based on financial analysis • Develop comprehensive project plans to be shared with grantors/clients as well as other staff members • Attend conferences and training as required to maintain proficiency • Develop spreadsheets, diagrams and process maps to document needs <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Project Management • Process Improvement • Planning – Activity & Resource • Performance Management

Education:

Bachelor's required in appropriate field of study or equivalent work experience; Master's preferred

Training/Experience:

- Minimum of 2 years of experience in project management
- Project Management Professional (PMP) / PRINCE II certification is a plus

Knowledge, Skills, & Abilities:

Demonstrate excellence in:

- Communication
- Leadership
- Negotiation
- Organization
- Project Risk Management
- Critical thinking
- Problem solving
- Coaching
- Change Management
- Adaptability
- Microsoft Office, including Project & Visio
- Preferred experience with: electronic health record platforms – Centricity, athenahealth, NextGen preferred; Salesforce Customer Relationship Management (CRM) platform; familiarity working in an Agile framework for HIT projects

Working Conditions:

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment
- May interface with clients in various settings and may be working during on-site visits in clinical environments where medical equipment, chemicals and where communicable diseases and certain pathogens are present.

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.