

Job Title:	Project Manager	Reports To:	Assistant Director of Research
Location:	Chicago	Travel Required:	Chicago
Level/Salary Range:	\$45-\$50/hour	Position Type:	Contract/Part-time (14.5-16.5 hours/week)
HR Contact:	Claudria Hurt	Date Posted:	
External Posting URL:			

**Applications Accepted By:**

Email: [careers@alliancechicago.org](mailto:careers@alliancechicago.org) or Fax: 312.274.0069

Subject Line:

**Job Description:**

**Position Overview:**

AllianceChicago is a non-profit organization dedicated to supporting community health services nationwide by better serving at-risk and disadvantaged patient populations. AllianceChicago was recently awarded, in partnership with community stakeholders, funding from the Patient-Centered Research Outcomes Institute for the "Chicago coalition Around PCOR To Expand community Research (ChAPTER)" Project, which will culminate in a community-led convening around community-based and patient-centered research and a roadmap to increase patient-centered research led by Chicago communities. The **contractual** Project Manager will report to AllianceChicago and the ChAPTER Steering Committee as lead of the ChAPTER project.

Project management responsibilities include: coordination and completion of the project on time, within scope, and, in coordination with the Finance Team, on budget; overseeing the life cycle of the project from inception to completion; setting deadlines, assigning and coordinating 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.

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.

**Essential Duties:**

- Work with the AllianceChicago Communications CRM Manager to create, review, implement and oversee internal and external communications that effectively describe and promote the ChAPTER project.
- Measure project performance and prepare reports for different audiences regarding status of project.
- Plan and facilitate multi-stakeholder meetings, including Steering Committee meetings
- Plan and coordinate ChAPTER convening, including:
  - Budget and Vendor management
  - Venue relations, setup, logistics, catering and contracting
  - Guest speaker communications
  - Registration management
  - Virtual contingency plan
- Coordinate response for the press, when requested to provide an interview or quote.
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs
- 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

**Required Skills:**

- Ability to multi-task
- Ability to prioritize workload to ensure on-time project completion
- Strong problem-solving skills
- Keen attention to detail
- Proficiency in Microsoft Office Professional products
- Familiarity with SmartSheets
- Excellent verbal and written communication, interpersonal, and customer service skills

**Other Requirements:**

N/A

**Education/Training/Expertise:**

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

**Experience/Years:**

- Minimum of 1-3 years of experience in project management, event planning, and relevant communications
- Project Management Professional (PMP) / PRINCE II certification is a plus

**Working Conditions:**

- Contractual position
- 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.