

Job Title:	Project Manager/Scrum Master	Reports To:	Deputy Director/Chief Informatics Officer
Location:	Chicago (Remote or Hybrid Position)	Travel Required:	
Level/Salary Range:		Level/Salary Range:	Exempt
HR Contact:	Claudria Hurt	Posting Date:	02/10/2023
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Project Manager/Scrum Master			

Job Description:
<p>Position Overview:</p> <p>The Project Manager/Scrum Master serves as a key member of the AllianceChicago Data and Analytics services Project Management Office to support enterprise project management activities as well as servers as the lead Scrum Master to support day to day agile operations. The main responsibilities of this role to support develop and keep up to date a detailed, enterprise project plan to support the build and maintenance of organization's data warehouse as well as support lead the agile/sprint processes including sprint backlog refinement, planning, and retrospectives.</p> <p>Project Management Duties:</p> <ul style="list-style-type: none"> Assess data warehouse development goals, planned and unplanned maintenance activities, and problems/needs of the team to create enterprise project plan. Maintain and updated and "living" project plan. Effectively utilize project management tools to support program management and communication to ensure all project members are up to date. Develop routine project status reports for all members of the team and relevant stakeholders Work with other departments to align activities and deliverables. Other projects as assigned. <p>Scrum Master Duties:</p> <ul style="list-style-type: none"> Arrange, schedule, and facilitate daily standup meetings as needed. Facilitates and supports all scrum events: Sprint Planning, Daily Scrum, Sprint Review, and Sprint Retrospective. Provide input to the Product Owner and give feedback on the content and prioritization of the Product Backlog. Assist with user requirements gathering and analysis. Resolves team impediments with other Scrum Masters to increase the effectiveness of the application of Scrum in the organization. Knowledge of an agile framework or method (i.e. Scrum, Kanban), or understanding of software development life cycle models as well as in-depth knowledge of traditional project management principles and practices Coach, assist, and support Agile transformation in the team and across the organization. Provide advice and assistance to the team on technical difficulties that arise while doing their work. Adept at refinement, story splitting, estimation, velocity, retrospection, and other Scrum techniques Assist with training, planning and development of technical skills for Team-members. Manage JIRA board(s) and incremental delivery metrics. Install, manage and administer add-ons, plugins, and extensions in JIRA. Stay up to date on industry news. Be knowledgeable about developments from the organization, competitors, and customers, including market share, product roadmap, and overall business strategy.

- Assist with Statement of Work contract execution and tracking.
- Facilitate code reviews to help developers learn best practices.
- Other projects as assigned.

Essential Duties:

- Communicate effectively both within internal team as well as external partners & stakeholders
- Express the mission, vision, and values of AllianceChicago.

Other Requirements:

- Ability to work well independently with minimal oversight.
- Ensure on-time project completion
- Demonstrates strong and creative problem-solving skills
- Demonstrates skill in business process modeling and
- Works with keen attention to detail demonstrating great organization and efficiency.
- Uses excellent verbal and written communication and interpersonal skills

Education/Training/Experience:

- Project Management Experience, certification preferred
- Scrum Master experience and/or certification preferred
- IT consulting experience
- Thorough understanding of data warehouse and software development life cycles and workflows
- Previous experience or certification working with automation software.
- Minimum of 3 years of hands-on experience using JIRA as an Administrator
- 3 years' experience using Agile software project management methodologies.
- BA/MA in Computer Science or in STEM Majors (Science, Technology, Engineering and Math)
- Familiarity with clinical content development and development in a healthcare setting.

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.