



Employment Opportunity for: Project Coordinator

Position Purpose

The Project Coordinator is responsible for helping to plan, coordinate, implement and finalize projects according to the specifications and deadlines. Responsibilities also include tracking project staff activities and contractor or financial resources according to the overall project budget and scope of work.

At the start of each new activity the Project Coordinator will help capture the definition of the project's objectives, write project charters, create schedules, identify key project milestones, and oversee quality control throughout the entire process. This may also include the identification, assessment, and communication of project risks and regular communication with the executive management team about the project's status and project-critical success factor requirements.

To support project delivery processes at MiHIN, the Project Coordinator will help attain resources, coordinate internal MiHIN team members and third-party contractors and/or consultants, as well as supervise any student interns.

Essential Functions and Basic Duties

- Draft, update, and maintain project scope, project charter, resource budgets, and project schedule documents
- Routinely communicate project status, resource utilization, and high level project schedule to executive management and related project team members
- Facilitate documentation of requirements from internal and external stakeholders to ensure commitment and understanding of scope by all participants
- Day-to-day support for certain projects including initiating, coordinating, scheduling, preparing agendas, tracking follow-ups actions, and documenting meeting activities
- Ensure that necessary parties (staff, vendors, and stakeholders) are included to accomplish the meeting agendas, goals, and the project's milestones or deliverables
- Work with participating organizations and the State of Michigan to serve as the primary day-to-day contact to facilitate communication and coordinate project activities
- Coordinate all scheduling events with the MiHIN Business Office Manager
- Assist in the development of use case documents with appropriate MiHIN directors, team members, or operations advisory committee/working groups
- Effectively communicate and respond via email, telephone, and formal writing
- Help manage and track the work of MiHIN approved vendors, vendor contracts, vendor statements of work and vendor deliverables
- Document project status in online tools such as Basecamp or EGrAMS as appropriate
- Assist in developing and documenting related policies and procedures
- Attend/participate in weekly project management calls, stakeholder roll calls, staff roll calls, and related project meetings as directed



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Required Qualifications

- Associates degree or 1-2 years' relevant work experience.
- Demonstrated ability to successfully learn project management methods, techniques, and tools
- Ability to write and communicate effectively
- Excellent team support and listening skills
- Exceptional comfort using online tools and working with presentation or drawing applications
- Track record of being a self-starter and problem solving
- Demonstrated organizational skills and strong attention to detail

Desired Qualifications

- Bachelor's degree
- Previous exposure to high tech, public sector, and/or healthcare industries
- Prior experience with large scale information technology projects

Position Reports to: MiHIN Program Director

Supervisory Role: May lead, direct, and supervise the work of others

Job Location: East Lansing, MI

What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, Health Information Exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in health care. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.



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Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN currently also contributes to a health savings account to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

Application Instructions

- Please email cover letter, resume, and three full references to jobs@mihin.org for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled

Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.