



Together for Better Health

Position Title: Project Coordinator

The Community Clinic Consortium is a regional association of community health centers that provides support to member health centers in the areas of policy and advocacy, community outreach and patient enrollment, work force, and data analysis, in addition to other training and technical assistance provided to member clinics. The Community Clinic Consortium provides representation and support to 5 community health centers in Contra Costa and Solano counties.

Position Summary:

The Project Coordinator works with the Executive Director and staff to support all aspects of the Consortium's policy and advocacy, community outreach, patient enrollment, and data analysis work. The Project Coordinator will play a key role in managing the data for the Consortium's member clinics, partner hospitals, and various programs. The Project Coordinator will be responsible for maintaining and analyzing confidential patient data and presenting results in reports and dashboards. The successful candidate will have excellent written and oral communication skills, a self-starting work ethic, and a strong commitment to community health and well-being of every member of our community, especially low-income people of color. The Project Coordinator should have a strong understanding of databases and data analysis and an interest in building a robust and collaborative data infrastructure. Experience applying for and reporting on grants favorably considered.

Position Responsibilities:

- Support the collection and analysis of local healthcare data, from multiple healthcare systems, to validate potential impacts of newly implemented programs.
- Work in Excel and Tableau to create monthly clinic and program data dashboards.
- Facilitate data sharing meetings with member clinics, the health plan, and partnering hospital staff.
- Present data in a clear and compelling manner both verbally and in written reports.
- Create and implement qualitative health outcomes surveys.
- Support the provision of training and technical assistance provided to member health centers and relevant community partners, including the provision of trainings on navigating the local health system.
- Represent and advocate for our member clinics and their patient populations at a wide variety of state and local coalitions (including frequent travel throughout both Contra Costa and Solano Counties, and some out-of-town travel).
- Establish and maintain excellent working relationships with staff at member clinics, county health departments, and partner organizations.
- Provide support for identifying and cultivating new funding opportunities that advance the Consortium's mission, strategic objectives, and overall organizational impact.
- Provide support with grant management, including monitoring progress of grants, providing updates at staff meetings, supporting submission of reports, and supporting development of applications
- Other projects as assigned

Required Skills and Experience:

- Proactive use of data: identifying need, gathering, analyzing, reporting
- Experience managing complex datasets using Excel and Tableau
- Experience creating and implementing qualitative surveys
- 2+ years of experience organizing and facilitating meetings, training workshops, and conferences
- Excellent oral and written communication skills
- Experience applying for and reporting on grants
- Ability to work professionally and collaboratively to establish positive relationships with diverse populations



- Familiarity with provisions of the Affordable Care Act
- Familiarity with health systems, health care safety net issues, and social determinants of health
- Interest in underserved populations (e.g., low-income, minority, immigrant populations)
- Competency in Internet research and Microsoft Office applications (Word, PowerPoint, Publisher, and Excel)

Desired Skills and Experience:

- Bilingual Spanish speaker
- Knowledge of data regulatory guidelines (i.e. HIPAA)
- Knowledge of or experience with community health centers
- Familiarity with developing/monitoring grant budgets
- Strategic thinking skills
- Ability to build consensus among diverse partners
- Complex and detailed program implementation experience
- Sound administrative/procedural decision making and judgment

Required Education/License(s):

- Bachelor's Degree in related field (Community Health, Public Health, Health Administration); Master's degree a plus
- Valid California Driver's License

Salary and Benefits:

This position is an at-will, full-time, exempt position with a salary in the range of \$50,000 - \$60,000. Benefits package includes 12 paid holidays, 2 weeks vacation, and 12 days of sick leave per year, accrued hourly. Benefits also include medical, vision, dental, life, and disability insurance and an employer-contribution retirement plan after the first full year of employment. The Consortium is an Equal Opportunity Employer.

The intent of this job description is to provide a summary of the major duties and responsibilities of this position, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. This position requires the employee to customarily and regularly exercise discretion and independent judgment.

To apply, send an email with a PDF (no Word documents or compressed files please) with your resume, cover letter, and a writing sample (report, press release, blog post, etc.) to bnewton@clinicconsortium.org. **Applications without the requested information will not be considered.** No phone calls please.