



# Area Agency on Aging, Inc.

SPECIALISTS IN AGING

## INDEPENDENT CONTRACTOR POSITION AVAILABLE

**Start Goal:** January 2020  
**Project length:** Twelve (12) months  
**Position:** Project Manager

**Description:** Key position providing coordination and support of cutting-edge planning grant linking medical clinicians and community-based organizations to achieve better health outcomes for persons with serious illness and/or frailty. Based on a successful multi-year demonstration to provide interagency care management, this position will work with Steering and Operations/Selection Committees to develop a plan for broader based community expansion while assuring efficiency of process.

Responsible for assembling technical and operational project team members, coordinating activities, assigning individual responsibilities, identifying appropriate resource requirements, and developing schedules to ensure timely project completion. Oversee project from original concept through assigned deliverables. Able to grasp concepts required to understand the overall project scope, and to communicate effectively with project team members, end users and external resources. Ability to multi-task required. Strong analytical and communication skills required.

### Essential Responsibilities

- Assesses resource requirements for a project and negotiates for resources with management to meet project plan deliverables. Organizes and works with appropriate leadership, departments and leaders to plan and schedule the coordination of people and tasks as needed to accomplish project objectives. Able to coordinate activities of numerous, diverse areas simultaneously.
- Appropriately manages vendors from initial contracting through project completion. Serves as the leader for assignment of work activities, escalation of project related issues, service delivery, and customer satisfaction. Able to coordinate activities of numerous, diverse areas simultaneously.
- Serves as a liaison between various programs and services within community. Communicates, collaborates, networks with and acts as a consultant to stakeholders/business partners in order to ensure continuity and coordination of services and appropriate utilization of resources.
- Provide periodic project updates and/or presentations to project sponsors, champions, and senior leadership.
- Fluent in the development of workflows to better understand the requesting department needs.
- Act as a change agent to advocate a culture of consistent fluidity and flexibility.
- Assist, contribute, and innovate as part of a cross-functional team.
- Analyzes and documents data, processes, procedures and outcomes to seek continuous improvement.

### Knowledge, Skills and Abilities Required:

License/Registration/Certification Preferred: PMP Certification **preferred**.

- **Minimum Education Required:** Bachelor's degree in business, computer science, or related field.
- **Additional Experience Preferred:** 3+ years of Healthcare experience preferred.
- **Skills (Interpersonal and job complexity):** Basic computer, data entry, typing, filing and organization skills required. Ability to effectively manage multiple priorities with various stakeholders at one time. Ability to

effectively collaborate and execute tasks across multiple disciplines. Maintains strong interpersonal, analytical and communication skills. Must be organized and able to work under pressure.

- **Abilities:** Strong analytical and problem-solving skills are required. Ability to work independently and make critical decisions while managing calculated risk is highly needed. Excellent organizational skills and the ability to manage multiple projects simultaneously. Able to work effectively under tight deadlines, high volumes and multiple interruptions. Ability to establish and meet goals, assign and direct the work of others are needed skills. Responsible for defining Business requirements, Functional requirements, User/Stakeholder requirements, Quality of Service requirements, Implementation and Transition requirements in conjunction with functional leads.

**Terms:**

**Independent Contractor position; terms negotiable; 12-months**

**Submit cover letter, resume and pay expectations to:**

**Region IV Area Agency on Aging**

Attn: Christine Vanlandingham/Chief Operating Officer  
[cvanlandingham@areaagencyonaging.org](mailto:cvanlandingham@areaagencyonaging.org)