



## **POSITION DESCRIPTION**

### **HEALTH EQUITY PROJECT COORDINATOR (Full-time, Remote)**

#### **ABOUT THE ROLE**

HealthBegins, a national mission-driven healthcare consulting firm based in Los Angeles, is accepting applications for a **HEALTH EQUITY PROJECT COORDINATOR** who will help our project teams manage resources and assist with scheduling and planning meetings and project activities, preferably by working with remote teams in healthcare, public health, and/or social services.

Reporting directly to the Senior Manager for Upstream Quality Improvement, this individual's primary goal is to create, manage, and support the execution of project work plans, to revise as appropriate to meet changing needs and requirements, and to communicate effectively with the internal team as well as with clients and external stakeholders. The qualified candidate is a quick learner, curious, has a demonstrable record of collaborative and efficient project coordination, and excels at working with diverse stakeholders, organizing and supporting teams, and identifying and troubleshooting problems. This position will primarily support HealthBegins' national learning collaboratives, which support health systems and nonprofit executives and managers across the country to advance the social and structural drivers of health equity. This is a full-time, salaried position.

#### **ABOUT HEALTHBEGINS**

Founded by physicians and public health experts, HealthBegins is a social enterprise that believes that health care is better when it routinely addresses "upstream" social and environmental conditions that make people sick in the first place, especially for our most marginalized patients and communities. HealthBegins advances a culture of health by mobilizing and equipping health systems, health professionals, and community partners to improve care and the social and structural determinants of health equity, including structural racism. Drawing on firsthand experience leading and catalyzing upstream transformation across the nation, HealthBegins provides strategic consulting, improvement, and training solutions and is a leading network for Upstreamists—health professionals with the skills to drive radical transformation in the ways we improve health equity for patients, communities, and society. Led by Dr. Rishi Manchanda, HealthBegins has activated thousands of providers, educators, payers, and community partners worldwide to improve care and the social factors that make people sick in the first place. For more information, please visit [www.healthbegins.org](http://www.healthbegins.org).

## **RESPONSIBILITIES**

### ***Project Coordination:***

- Support the development of project plans. Document, maintain, monitor, and communicate project plans, tasks, and progress using project management software (*ClickUp*).
- Support the scheduling (*Zoom*) and planning of learning sessions, coaching calls, and virtual events.
- Organize, attend, and participate in client and partner meetings.
- Create agendas and documentation of action items/next steps for client meetings and distribute them to all project team members before meetings.
- Take notes or designate appropriate note takers during meetings and events.
- Synthesize notes from clients and virtual events.
- Coordinate work and manage relationships with client project management staff.
- Track and document project changes.
- Undertake project tasks as required.
- Ensure project deadlines are met.
- Assess project risks and issues and provide solutions where applicable.
- Ensure client/stakeholder views are managed towards the best solution.
- Create a project management calendar for fulfilling each goal and objective.

### ***Program Coordination:***

- Support the creation of presentation materials, agendas, tools, and resources for HealthBegins' learning collaboratives and other service lines.
- Update and manage project-related documents and spreadsheets, including a learning needs tracker for our learning collaborative work.
- Manage a resource database, including researching and curating relevant articles, organizations, tools, and other resources.
- Monitor learning collaborative community portals, including organization of tools/resources and posting/moderation of forums.
- Coordinate evaluation, intake, and other surveys in support of learning collaborative activities.

## **ATTRIBUTES INCLUDE:**

- Well-organized and clear communicator with attention to detail.
- A self-starter who honors the value of teamwork—this means exercising judgment to step up for work while also ensuring needed perspectives are reflected in the final product.
- Strong interpersonal and teamwork skills, self-awareness, and situational awareness.
- Comfortable with change, ambiguity, and a fast-paced learning environment.
- Intellectual curiosity about social determinants of health and health equity.
- Willingness to work outside of the job description to help our team and mission succeed.
- Possess broad experience in handling difficult or sensitive situations in a professional, timely, and thorough manner.

- Be able to work with a diverse team and with a diverse range of people.
- Highly motivated to provide excellent client service.
- Demonstrate knowledge and experience working with industry-leading project management methods, tools, and resources.
- Ability to prioritize issues/escalations and manage multiple projects simultaneously.
- Quick analysis, troubleshooting, and problem resolution skills.
- Extremely proficient in Microsoft Office and Google Suite.
- Proficient with database and project management software.
- The ideal candidate is willing and able to work during regular business hours on Pacific Time. While this position is remote, the candidate should reside in California.
- We will provide reasonable accommodations to support candidates to work remotely and to support physical ability.
- Must be willing to provide references and have information from resume and interview verified.
- Must have work authorization to work in the United States.

*Physical work demands:*

- Ability to communicate orally with others.
- Regular use of the telephone, laptop camera, and email for company communication is essential.
- Sitting for extended periods is common.
- Standing at a workstation for extended periods.
- Ability to distinguish standard colors.
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required (e.g., the approximate weight of 3 large telephone books).
- Good manual dexterity for the use of common office equipment such as laptops and calculators.

**QUALIFICATIONS INCLUDE:**

***Required***

- 1-2 Years of experience in a similar role.
- Bachelor's Degree or four years of relevant work history post-high school

***Preferred***

- Bachelor's Degree or Master's Degree in Public Health
- Experience working in Public Health, Community Health, and/or Healthcare Industry
- Experience in Project Management in professional services, consulting, or nonprofit management
- Experience working with stakeholders within a cross-functional matrix environment

The compensation range for this position is \$47,000 to \$63,000. To apply, please submit your cover letter and resume to [admin@healthbegins.org](mailto:admin@healthbegins.org). We will not accept profiles without a cover letter and resume attached. We appreciate all interest in this opportunity, but we ask that only those who meet the above criteria apply, please.

*HealthBegins strives to maintain a diverse and inclusive workforce through recruitment, retention, and promotion policies. We strongly encourage people who have been directly impacted by the social needs and systemic barriers we address to seek employment. HealthBegins believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability, or medical condition.*