



Title: Project Manager

Reports to: Manager of PMO Services

Classification: Individual Contributor

Job description revision number and date: v2; 4/25/2022

Organization Summary:

Community Care Cooperative (C3) is a 501(c)(3) non-profit, Accountable Care Organization (ACO) governed by Federally Qualified Health Centers (FQHCs). Our mission is to leverage the collective strengths of FQHCs to improve the health and wellness of the people we serve. We are a fast-growing organization founded in 2016 with 9 health centers and now serving hundreds of thousands of beneficiaries who receive primary care at health centers and independent practices across Massachusetts. We are an innovative organization developing new partnerships and programs to improve the health of members and communities, and to strengthen our health center partners.

Job Summary:

The Project Manager is responsible for managing operational projects and duties for the Community Pharmacy Cooperative (CPC), a subsidiary organization of C3, and for our participating FQHCs and Affiliated Participating Providers (APPs). This will include tasks that support the Manager of PMO Services, Operations, and Pharmacy services in gathering resources, information, and equipment to implement upcoming projects. Main duties include creating comprehensive plans, managing project plans supporting Operations, Pharmacy, and other projects with operational and compliance significance, maintaining work schedules, organizing and participating in stakeholder meetings, performing certain administrative functions and activities, and ensuring all deadlines for certain projects are met.

Responsibilities:

- Collaborating with the Senior Director of Operations, the Manager of PMO Services, Chief Pharmacy Officer, and project owners to create comprehensive project plans and project implementations
- Performing various coordinating duties such as scheduling, risk management, tracking deliverables and deadlines, providing regular reports
- Supporting, coordinating, overseeing, and managing certain operational and other company-wide projects and activities to keep workflow and projects on track
- Monitoring the overall progress of the assigned project and work, providing reports, identifying impediments, and communicating with all necessary parties
- Managing project-related documents, and dashboards by ensuring all necessary materials are current and saved

- Providing additional support for Operations, CPC, and other departments based on the project needs by establishing meetings, directing project correspondence, preparing and reviewing project proposals, meeting minutes, and other
- Communicating with all stakeholders to identify and define project requirements, scope, and objectives, milestones, and tasks
- Delegating project tasks to stakeholders best positioned to complete them
- May require work-related travel and/or working from different locations
- Other duties as assigned

Required Skills:

- Previous experience in project management, including management of large projects
- Excellent problem solving, organization, and communication skills
- Attention to details and ability to handle multiple concurrent assignments
- Strong analytical and problem-solving abilities
- Documentation management and ability to use project management tools
- A proven ability to take initiative and work effectively with a team
- Time management skills with the ability to meet deadlines
- Excellent communication (oral and written) and interpersonal skills
- Collaborative, flexible, innovative

Desired Other Skills:

- Familiarity with the MassHealth ACO program
- Familiarity with pharmacy related projects
- Familiarity with Federally Qualified Health Centers
- Experience with anti-racism activities, and/or lived experience with racism is highly preferred

Qualifications:

- Bachelor's Degree or 3-4 years of relevant experience
- Additional certification in project management

***** In compliance with Covid-19 Infection Control practices per Mass.gov recommendations, we require all employees to be vaccinated consistent with applicable law. *****