



Title: Project Manager

Reports to: Vice President of Operations

Classification: Individual Contributor

Location: Boston/Hybrid

Job description revision number and date: v3; 11/1/2023

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:

This position will report to the Vice President of Operations in the PMO office but operate under the day-to-day management of the Director of Pharmacy Business Management for all CPC and pharmacy related projects. The Project Manager is responsible for managing complex 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 Project Management Office (PMO), 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 Vice President of Operations, Chief Pharmacy Officer, Director of Pharmacy Business Management, PMO, and project owners to create comprehensive project plans and to implement and manage projects
- 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, including pharmacy 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 tasks as required
- 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
- Supporting the PMO with other tasks and developments
- May require work-related travel and/or working from different locations
- Other duties as assigned

Required Skills:

- Must be able to remain in a stationary position 50-75% of the time
- Previous experience in project management, including management of complex projects
- Excellent problem solving and organization 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
- Experience using different PM methodologies, systems, and platforms
- Collaborative, flexible, innovative

Desired Other Skills:

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

Qualifications:

- Bachelor's Degree and 5-10 years of relevant experience managing complex projects
- Additional certifications in project management required

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