

Consultant Title: Project Manager, Caring for Coastal Communities

Position Description:

The Project Manager is an independent contractor responsible for the planning, execution and completion of projects associated with creating a community health center. The Project Manager will develop and track detailed work plans, prioritize, coordinate and execute tasks, identify and address scope changes, possible project delays, resolve issues and provide status reporting. Working collaboratively with the Community Health Center Planning Committee and the Knox Clinic Executive Director, the Project Manager will be responsible for ensuring timely completion of tasks and forward momentum of the project mission.

Project Mission:

To create a community health center for Knox County, Maine. The new health center will serve as a community hub, and the aggregation of multiple services including primary medical care, dental, vision, mental health, social services, and remote care. The site will also function as an externship site for schools to foster the next generation of healthcare workers.

Project Context:

The Knox Clinic has provided small-scale volunteer based care to vulnerable populations for over twenty years. While its services are essential, its current capacity falls short of meeting the region's needs.

Most areas depend on Federally Qualified Health Centers (FQHCs) for low cost care, however Knox County is the only county in Maine without an accessible FQHC. Ours is on Vinalhaven, an hour ferry ride away. We are now preparing to build a sliding scale community health center designed to serve everyone, regardless of their ability to pay. It will offer primary care, dental, mental health, and prescription assistance services, as well as resource navigation and other programs.

Scope of Work (in collaboration with Executive Director, Planning Committee and consultants):

- Evolve current model of care and governance to meet FQHC guidelines and criteria.
- Coordinate site location, design and construction for new health center
- Engage community partners, including the Caring for Coastal Communities Consortium, EMS, and others, facilitating the creation of a community hub as part of the health center model
- Assist with financial development, including federal grants and capital campaign funding

Tasks and Responsibilities:

- Manage all phases of each assigned project, proactive risk analysis and mitigation, plans and deliverables
- Manage multiple subprojects concurrently, maintaining project schedule and quality deliverables in a dynamic environment
- Collaborate with Knox Clinic Executive Director and Planning Committee to ensure the timely and quality preparation of project deliverables based on assigned scope of work
- Coordinate meetings with a variety of stakeholders and partners, and follow through on resulting tasks from these meetings.
- Gather and disseminate information to relevant stakeholders and community
- Additional tasks as assigned

Skills and Experience:

- Enthusiastic, collaborative and dedicated to the project mission
- Demonstrated analytical, organizational, creative problem solving and structured communication skills
- Ability to manage multiple concurrent projects and deliverables
- Strong client relationship skills and an ability to convey complex information in an understandable manner
- Ability to manage own time, prioritize tasks, and complete them efficiently.
- Strong attention to detail
- Demonstrated proficiency with technology, especially Zoom, Microsoft Office and Google Drive.
- Flexible schedule with ability to make some evening meetings
- Strong organizational, verbal, and written communication skills
- Comfortable with diverse populations
- Fluency in English (will be required to write, speak and understand English)
- College/University degree (B.S., B.A.) or equivalent years of experience
- 2+ years of project management preferred
- Community organizing experience preferred
- Knowledge of local/regional stakeholders preferred
- Knowledge of Federally Qualified Health Centers preferred

Reports to: Knox Clinic Executive Director

Type of Position: Independent Contractor, not an employee

Hours: 16 - 24 hours a week. Flexible schedule with ability to make some evening meetings. May work remotely, some in person meetings required.

Compensation: \$25-\$45 an hour dependent on skills and experience

Time Line: Starts ideally November 14th, 2022, or as soon as possible

Please submit a cover letter and resume to: Executive Director Meredith Batley via email at meredith@knoxclinic.org Please be prepared to offer professional references and writing samples.

Our Mission: We are a volunteer based non-profit advocating for and providing free/low cost medical, dental, prescription assistance, mental health, and wellness services to the uninsured and underinsured in Knox County, plus our border towns. We believe everyone deserves access to quality care!