**WEST TENNESSEE HEALTHCARE FOUNDATION**

**JOB DESCRIPTION**

**JOB TITLE**: Project Coordinator

**DEPARTMENT**: West Tennessee Healthcare Foundation

**SUPERVISOR:** Director Community Development, West Tennessee Healthcare

**POSITION**: Contracted Personnel of West Tennessee Healthcare Foundation

**JOB SUMMARY/SCOPE OF RESPONSIBILITY:**

Project Coordinator will have overall responsibility for completing the scope of services detailed in the Tennessee Opportunity Pilot Initiative: Planning Grant for rural West Tennessee. Will coordinate activities with consultants, executive group, impact council and others. This is a three month project, to end on March 30, 2022.

**ESSENTIAL JOB FUNCTIONS:**

1. Serve as liaison with consultants employed as part of the planning grant
2. Serve as liaison for community data collection
3. Attend focus groups, and administer surveys as part of the planning process.
4. Ensure that every county in rural West Tennessee is included in the planning process.
5. Schedule and convene meetings of the executive group, impact council
6. Attend community meeting with consultants
7. Serve to record minutes of all planning-related meetings.
8. Schedule, participate, and record information from model site visits.
9. Meet with and report to Supervisor at the West Tennessee Healthcare Foundation
10. Work with supervisor on required reports to the State
11. Other duties as necessary

**JOB SPECIFICATIONS:**

**EDUCATION:** Bachelor’s Degree required. Master’s degree preferred.

**EXPERIENCE:**--Two – five years working experience

**KNOWLEDGE, SKILLS, and ABILITIES:**

--Must be knowledgeable of computers, data entry, and recording documentation, including Microsoft Office (WORD and EXCEL)

-- Skills in operating office machines such as calculator, copy machine, scanning equipment. Ability to sort and file

-- Proper grammar, spelling, and punctuation skills necessary

- -Must be able to prioritize and multi-task

-- Valid State of Tennessee Driver’s License

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**INTERPERSONAL REQUIREMENTS:**

--Be able to conduct oneself in a professional matter at all times

--Compassionate and understanding personality

--Contributes to a positive work environment and an overall team effort of the