

Title: Healthcare Project Coordinator  
Reports to: FUHN Executive Director  
Salary Range: TBD  
Work hours: 40 hours per week/Full-time FTE.

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### **About FUHN**

The Federally Qualified Health Center Urban Health Network (FUHN) is a highly collaborative membership organization of 10 Federally Qualified Health Care Centers (FQHC) located in the Minneapolis/St. Paul, MN metro area. The membership serves 110,000 patients, of those 91% represent diverse populations, 95% have incomes below 200% of the federal poverty level, and 41% are best served in another language than English. FUHN's mission is to provide technical, administrative, fund development, advocacy, contract and grant development, and other business services exclusively for its provider members.

### **Full Description:**

The project coordinator is responsible for coordinating and maintaining the administrative functions of various projects while providing strong support to the Executive Director and Quality Director, including planning, preparing, organizing, and maintaining project documentation, grant management, coordinating meetings, resources, equipment and information.

They will work closely with the FUHN Executive Director, the CQI Director and the CFO and CQI teams. This individual will have a background in project design, meeting management, the ability to manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored and the ability to direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.

Possessing strong abilities in presentation, the successful candidate will also have the ability to effectively communicate information to all members of FUHN in a way that is clear and easily understood by the end user.

### **Responsibilities:**

- Acts as the FUHN grant manager;
- Good communication and interpersonal skills capable of maintaining strong relationships
- Strong organizational and multi-tasking skills
- Excellent analytical and problem solving abilities
- Team-management and leadership skills
- Documentation management and ability to use project management tools
- Attention to details even under pressure
- Time management skills with the ability to meet deadlines
- Participates in the quality improvement process and committee;
- Some marketing and social media work;
- Assists in other duties as required.

### **Skills Required:**

- Post-Secondary education in Business, Health Informatics, Data Analytics, Business Analytics, Healthcare or equivalent work experience.
- Strong problem-solving abilities.
- Advanced knowledge with Microsoft Office Suite (Word, Excel, Power Point).
- Strong healthcare and operations acumen
- Strong Financial skills
- Strong grant management ability
- Excellent ability to understand the organization's goals and objectives

**Physical Demands:**

Requires sitting for long periods of time, bending, reaching and stretching. Requires manual dexterity for operation of keyboard. Environment may be stressful at times. Home office location.

**Environmental Working Conditions:**

1. Ability to travel/drive to MD offices, affiliated clinics.
2. Ability to attend early morning and evening meetings.

**EEO Statement:** Equal Opportunity Employer

**Contact:** Please submit your cover letter and resume to Dawn Plested- [dplested@fuhn.org](mailto:dplested@fuhn.org)