



<b>JOB DESCRIPTION</b>			
<b>Job Title:</b>	Project Manager - Healthcare	<b>Classification:</b>	Exempt
<b>Reports to:</b>	CEO	<b>Revision Date</b>	05-29-2017

### **ABOUT IMPACTIVO**

IMPACTIVO is a social impact consulting firm focused on making health and wellbeing accessible to children, patients, and communities. We use data, design, and inspiration to align the interests of patients, providers, and insurers to fundamentally transform the health care experience. We are a fast growing start up currently serving clients in the United States, and Puerto Rico.

### **PEOPLE AT IMPACTIVO**

At IMPACTIVO we care deeply about what we do. Oftentimes, our work supports the sole health care provider in an already socio-economically disadvantaged community which means that the success of our projects has direct implications over how people live and die. This drives us to do our work with the highest level of responsibility and excellence. People who thrive at IMPACTIVO are socially committed and inherently curious, always learning and searching for answers to our communities' problems. We are creative and flexible professionals constantly looking for innovative ways to improve outcomes for the communities we serve. As an entrepreneurial venture, we are also extremely business savvy and comfortable with uncertainty, maintaining the capacity to "shift on a dime" when it is in the best interest of our firm and our communities. Our staff is knowledgeable about our fields of work and goes beyond the call of duty to understand the individual communities we work with and to achieve transformational change. We value the power of teamwork and respect diversity of ideas all in the spirit of producing the best possible work for our communities. A positive attitude is key to our success.

Are you ready for this challenge? Join us in helping improve the health of our communities.

### **JOB NATURE**

IMPACTIVO is looking for a full-time Project Manager to manage the organization of key client projects. The Project Manager plans, budget, oversees and documents all aspects of the specific project. May work closely with upper management to make sure that the scope and direction of each project is on schedule. The Project Manager serves as the primary liaison between Impactivo and the client, as it pertains to the administration, development, and oversight of the project.

### **JOB PERKS**

The opportunity to help build the first Puerto Rican B Corporation.

Access to top experts in the field of health.

Eligible for an accumulated 15 days of vacation time and 12 sick days and holidays per year

Eligible for medical insurance, dental, and vision options.

Access to trainings and learning opportunities (ex. conferences).

Flexibility to take on leadership roles and develop as a professional.

Access to team-building professional activities.

Joining a team that really cares about the wellbeing and development of our people.

The distinct privilege of working to make our communities healthier.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Should be able to manage 4-6 mid-sized projects simultaneously.
- Develop project plan, risk mitigation strategy, traceability matrix.
- Employs best practices and standards and understands the key project metrics.
- Should be comfortable managing changing & competing priorities.
- Should be able to manage difficult stakeholders.
- Should have strong analytical skills and must be able to ramp up quickly to the application domain and company processes.
- Should have experience developing presentations and presenting them to senior executives.
- Should be able to improve existing processes and create new processes for efficiency and to improve quality.
- Acts as primary coordinator of the planning, organization and implementation of the overall activity. Including, but not limited to; meetings, calendar, documents needed for meetings, etc.
- Supports and facilitate operations, including coordinating the development and preparation of all materials to support the deliberations, as well as presentation of subject matter information and data.
- Provides support as necessary to other team members.
- Establishes & maintain relationships and workgroups as needed.
- Conducts activity monitoring.
- Serves as liaison with the client and resources.
- Assists in drafting required deliverables.
- Prepares comprehensive reports on the planning and progress of program.
- Is the ultimate responsible for ensuring that contract deliverables are met in the agreed terms.
- Performs related duties as required.

### EDUCATION, TRAINING, and/or PROFESSIONAL EXPERIENCE

Master's Degree (MS) in Health-related area; at least 3 years of related experience and/or training; or equivalent combination of education and experience. Valid driver's licensed and vehicle for transportation are required. Excellent verbal and written skills in English and Spanish. Strong organizational and time management skills. Project Management and/or related certification preferred.

### EXPECTED PROFESSIONAL COMPETENCIES

The competencies, proficiency levels (PL), knowledge / skills, abilities necessary for acceptable job performance are as follows: (B-Beginner, I-Intermediate, E-Expert)

Core Competencies	PL	Competencies	PL
• Client Focus	E	• Leadership	I
• Accountability	E	• Efficient Projects Management	E
• Teamwork	E	• Efficient Resources Management	E
• Innovation	E	• Compliance	E
Technical Competencies	PL	Non-Supervisory Competencies	PL
• Computer literate	I	• Communication	E
• Microsoft Office Proficient	I	• Quality Focus	E
• Distant leading/meeting skills	I	• Team Leader/Coordinator	E

<b>OTHER SKILLS/QUALIFICATIONS</b>
Excellent bilingual (English and Spanish) communication skills, especially written. Strong organizational and time management skills. Ability to communicate effectively with multidisciplinary teams. Ability to track monitoring activities accurately. Ability to work independently and take initiative. Attention to detail. Passion for health and health improvement. Strong organizational skills and attention to detail. Great ability to synthesize and conceptualize. High motivation level and capacity for self-direction. Resilience and ability to work under pressure. Capacity and desire to coordinate with others and provide detailed, proactive follow-up. Commitment to the creation of social value.
<b>WORK ENVIRONMENT</b>
The employee works in an office environmentally controlled conditions, where the level of sound is moderate and is not exposed to extreme conditions. Is required to travel, and perform under time pressure to accomplish strict deadlines.
<b>TOOLS &amp; EQUIPMENT</b>
Computers, Printers, Telephone, Calculator, Microsoft Office applications, telecommunications tools & other equipment.
<b>DOES THIS DESCRIPTION FITS YOU?</b>
You are passionate about making people and communities healthier You are creative, curious, intelligent, responsible, and socially committed. You are a hard worker and enjoy learning, reading and data analysis You agree that business models are necessary in helping health innovations scale You have a positive attitude and welcome change as a normal part of the entrepreneurial ecosystem You are vested in health equity and flexible enough to find the most effective way of getting there You are extremely organized and responsible You are genuinely interested in the field and read related news and journals on your spare time You are empathic to our client's needs and work diligently to provide the best client service You're an effective collaborator, contributing to the improvement of internal processes and projects You're generally ahead and anticipate issues that may arise You are a motivated self-starter and work independently to find solutions to problems You believe in our work and evangelize and share the importance of IMPACTIVO's mission with others in your social networks You thrive in a fast paced-start up environment