



PROJECT COORDINATOR

REPORTS TO:	Executive Director
FLSA CLASSIFICATION:	Non-Exempt
STATUS:	Full-time
YEARLY SALARY:	\$55,000-\$60,000
HOURLY SALARY:	\$26.50 - \$29.00
	35 hours per week
LOCATION:	Remote Worksite
	Flexible Schedule

NYSARH Mission:

The mission of the New York State Association of Rural Health (NYSARH) is to improve the health and well-being of rural New Yorkers and their communities.

Position Purpose:

NYSARH is a statewide membership organization advocating for the health of rural New Yorkers that has received large grants from the Mother Cabrini Health Foundation and the New York Health Foundation. Both grants have consultants and sub-contractors. Other grants may be added if secured. This position will coordinate the activities of grant partners, track required activities and prepare reports to the funding organizations. As NYSARH is a small but growing organization, this position may also support operational and administrative functions of the Association as needed, including meeting management and supporting Board activities.

Position Summary:

The New York State Association for Rural Health seeks a dynamic, passionate, and organized Project Coordinator to work in partnership with NYSARH leadership, various consultants/subcontractors, and the funding foundations. The ideal candidate will have a strong background in operational management and collaboration with others. They will have a willingness to work flexibly in support of organizational success. They will possess a deep knowledge of, and passion for, rural health and health equity.

I. Essential Functions of Position

- 1) Develop relationships with key personnel at consultant and subcontractor organizations that foster two-way communication and prompt notification of challenges
- 2) Monitor benchmarks and key performance indicators to measure NYSARH's impact in conformance with the funding objectives
- 3) Utilize the funders grant portals to upload required reports and supporting items [documents, photos, video links] in keeping with required timelines
- 4) Prepare monthly progress reports to Board Committee(s) and to the Board of Directors or Executive Committee.

- 5) Monitor and report on financial administration of grant funds
- 6) Manage periodic meetings of grant program participants, including timely distribution of calendar invitations, agendas and meeting materials, and post-meeting minutes.
- 7) Develop plans related to grant program execution and monitor progress. Identify and mitigate challenges to successful and timely completion.
- 8) Organize in-person convenings as indicated in project plans.
- 9) Attend meetings and trainings as required
- 10) Build relationships with potential participants for the Rural Health Impact Collaborative.

II. Skills for Success

Excellence

- Drives quality and excellence
- Focuses on the customer
- Communicates effectively

Knowledge

- Demonstrates required job knowledge
- Demonstrates organizational astuteness
- Demonstrates knowledge of network development and rural health care delivery issues

Diversity

- Builds and supports diversity, equity, inclusion and access
- Collaborates effectively
- Builds and maintains relationships
- Displays emotional intelligence

Innovation/Discovery

- Explores opportunities for innovation and change

Integrity

- Models NYSARH's values and ethics
- Displays courage and conviction
- Exhibits stewardship of resources
- Acts in the best interest of NYSARH

Execution

- Drives results
- Manages time effectively
- Displays accountability
- Makes decisions effectively and decisively
- Exhibits dependability, initiative, and resourcefulness
- Formulates effective solutions

III. Other Job Duties

Perform other duties and/or projects as assigned. As NYSARH is a small but growing organization, assistance is expected in supporting operational and administrative needs of the Association and its Board.

IV. Travel Requirements

This position requires some travel, including to areas that may not be serviced by public transportation. Reliable transportation is required.

VI. Education

Minimum of a Bachelor's degree in public health, business administration, communications, or other related degree. Two (2) years' experience working at a not-for-profit organization is preferred.

VII. Preferred Talents

- Demonstrates commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and commitment to social change through actively working towards ending gender-based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Has the ability to work independently as well as cooperatively with a team, with a willingness to appreciate different points of view and problem-solve in a constructive manner. Has a deep knowledge of rural health and/or knowledge of and experience with rural community building.
- Has the ability to adapt and be flexible to changing factors, conditions, or environments with the willingness to learn new skills and seek advice from subject matter experts as necessary to manage change.
- Ability to communicate effectively, both orally and in written form and prepare written summaries and reports.
- Demonstrates strong organizational skills, effective time management, and attention to detail.
- Is willing to fill gaps in organizational roles as needed to ensure ongoing support of the Board, the organization, and its work.
- Has the ability to inspire and motivate others for the betterment of NYSARH and for rural health.

The New York State Association for Rural Health is an Equal Opportunity Employer. This organization does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, disability, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.

NYSARH celebrates and prioritizes diversity, equity, and inclusion in all aspects of our work. We strongly encourage applications from people who identify as BIPOC, LGBTQ+ or from other marginalized communities.