

Program Coordinator

MNPQC is seeking a dedicated individual to join our team in the role of Program Coordinator. This dynamic position involves organizing and managing educational efforts, adeptly balancing deadlines, and facilitating collaborative meetings. The primary focus is to support statewide perinatal and infant quality improvement efforts, making a substantial impact on the enhancement of care provided to birthing individuals and their infants across Minnesota.

Benefits/Details:

- Full-time, remote work position supporting the work of the Minnesota Perinatal Quality Collaborative, must reside in Minnesota
- Supervised by the Executive Director
- Wireless connectivity allowance available, separate from compensation (including cell phone)
- Computer software tools provided
- Flexible schedule with PTO available
- Health, Dental, and Vision insurance
- Short Term Disability
- \$55,000-\$60,000 starting annual pay range at 1 FTE (other FTE options can be discussed)
 - o Performance and benchmark compensation increases available annually

Desired Experience/Proficiencies:

- 1. Degree in Public Health or Related Field:**
 - a. Bachelor's degree in public health, health administration or related field, demonstrating a strong academic foundation
- 2. Professional Experience:**
 - a. A minimum of three years of professional experience in organizations such as nonprofits, health systems, and/or government agencies, showcasing a comprehensive understanding of the field
 - b. Bachelor's degree may substitute for one year of experience, master's degree may substitute for two years of experience
- 3. Interpersonal and Communication:**
 - a. Strong interpersonal and communication skills, with the ability to engage effectively and build meaningful connections within diverse communities

- 4. Organizational and Project Management Excellence:**
 - a. Excellent organizational skills, coupled with a proven ability in project management, ensuring efficient and successful implementation of educational sprints and communities of learning
 - b. Ability to schedule large, small, external, and internal meetings/webinars with tools like Zoom, Google Calendar, and Basecamp
- 5. Knowledge of Evaluation Methodologies:**
 - a. Proficiency in evaluation methodologies, reflecting an understanding of assessing program effectiveness and impact
- 6. Health Equity Awareness:**
 - a. Knowledge of the role of health equity within clinical and/or community settings, demonstrating a holistic understanding of healthcare practices

Learning Collaborative Coordination Responsibilities:

- 1. Educational Activity Development:**
 - a. Develop and coordinate activities supporting the educational efforts of MNPQC, specifically Communities of Learning (COL) and Sprints
 - b. Tasks include facilitating meetings, processing data, preparing presentations, reports, and evaluating effectiveness
- 2. Facilitation of Group Learning Calls:**
 - a. Facilitate group learning calls for teams engaged in quality improvement efforts, fostering collaborative knowledge exchange
 - b. Plan content to ensure alignment with learning objectives fosters participant engagement
- 3. Evaluation Oversight:**
 - a. Provide oversight on the learning evaluation plan, contributing to continuous improvement and effectiveness
- 4. Lifecycle Management:**
 - a. Manage the lifecycle of all MNPQC Community of Learnings (COLs) and Sprints, including expert faculty selection, statewide site recruitment, standardizing measures, and evaluating the participant experience for successful learning
 - b. Collaborate with QI advisor, QI Program Manager, and Executive Director as needed to plan and execute learning sessions
- 5. Communication and Onboarding:**
 - a. Manage all communications with COL and Sprint teams, including calendar invites, maintaining, and updating contact information, and disseminating meeting preparation and follow-up materials as needed

- b. Onboard teams to new COLs and Sprints, ensuring a smooth transition and understanding of the goals
 - c. Conduct in-person orientations and site visits statewide; to be reviewed and determined with Executive Director on as needed basis
 - d. Mileage/transportation reimbursement available as needed for travel
- 6. Individualized Team Support:**
- a. Offer personalized support to participating teams, addressing their unique needs and challenges
- 7. Relationship Management:**
- a. Develop and maintain relationships with content experts in Minnesota, fostering a network for shared learning
 - b. Work closely with expert faculty members to plan content and keep them informed of progress

General Responsibilities:

- 1. Active Contribution to Staff Meetings and Events:**
 - a. Actively contribute to staff meetings and all-staff discussions, bringing valuable insights to the team
- 2. Oversight on Learning Collaboration Evaluation Plan:**
 - a. Provide oversight on the evaluation plan for learning collaboratives ensuring continuous improvement
- 3. Grant Reporting and Recruitment:**
 - a. Contribute to grant reporting requirements as needed and actively recruit organizations for MNPQC membership and quality improvement efforts
- 4. Idea Development:**
 - a. Participate in idea development for quality improvement related funding opportunities, contributing to the organization's growth and sustainability

What You're Good At:

- 1. Proactive Self-Starter:**
 - a. Initiates action independently, demonstrating a proactive approach to tasks and challenges
- 2. Strategic Prioritization and Organization:**
 - a. Exhibits strategic thinking, effectively prioritizes tasks to optimize workflow
 - b. Demonstrates organizational prowess, ensuring efficiency in all endeavors
- 3. Effective and Responsive Communicator:**
 - a. Communicates with clarity and impact, fostering effective collaboration

- b. Proactively follows up on tasks, ensuring seamless communication channels
- 4. Versatile and Supportive:**
 - a. Adaptable and open to diverse challenges, readily stepping in to provide support wherever needed
 - b. Eager to lend a helping hand, contributing to a positive and collaborative team environment
- 5. Resourceful Innovator:**
 - a. Thrives in environments with time and resource constraints, showcasing resourcefulness
 - b. Displays eagerness to innovate, introducing creative solutions to overcome challenges
- 6. Collaborative Team Player with Autonomy:**
 - a. Excels in collaborative team settings, fostering synergy among team members
 - b. Equally adept at working autonomously, demonstrating independence and initiative

A Little More About You...

The MNPQC team may be small, but we operate with great impact and collaborate energetically to advance multiple priorities concurrently. The ideal candidate for this position possesses qualities such as passion, hard work, and self-motivation. They are curious and adept at problem-solving, comfortable navigating uncertainty and adaptable to change. A risk-tolerant individual, open to trying new ideas, learning from mistakes, and committed to continuous improvement. Accountability is key, thriving in a collaborative environment that emphasizes shared outcome-driven work.

To Apply: Send a digital file of your resume and an introductory letter to Susan Boehm, Executive Director at MNPQC, susan.boehm@minnesotaperinatal.org

Your introductory letter should be no longer than one page and should clearly address the following questions:

- Why are you passionate about supporting the mission of MNPQC?
- In what ways are you meaningfully connected with and accountable to the communities you value? Define communities any way you'd like.
- In what ways do areas of difference in your background and experience influence how you approach your work?
- In what kind of work environment are you most productive as a team member and colleague?
- Why do you think you would be a good fit for this position?