



Vermont Program for Quality in Health Care, Inc.

Project Coordinator

Full-time, Exempt | Hybrid

Compensation Range: \$31.00–\$36.00 per hour

The Project Coordinator supports statewide initiatives focused on healthcare quality, patient safety, and systems improvement across Vermont's healthcare system. Working closely with internal teams and external partners, this role provides project coordination, stakeholder engagement, communications, outreach, and operational support for complex initiatives. Key responsibilities include project tracking and coordination, meeting and event management, stakeholder communication, outreach activities, reporting support, and development of presentations, newsletters, social media content, and other communication materials. The position also supports collaboration across multidisciplinary teams and helps strengthen engagement across Vermont's healthcare community. The ideal candidate is highly organized, detail-oriented, collaborative, and technologically proficient, with strong communication and relationship-building skills. This individual should be comfortable managing multiple priorities, working independently, and translating complex initiatives into clear, professional, audience-appropriate communications across multiple platforms and formats. Strong initiative, professionalism, adaptability, and attention to detail are important for success in this role. A commitment to VPQHC's Core Values, outlined below, is essential:

- *Leading with Compassion* – Fostering empathy, respect, and care.
- *Excellence in All We Do* – Holding ourselves to the highest standards.
- *Independent Thinking, Purposeful Collaboration* – Balancing independence and teamwork.
- *Evidence-Based Innovation* – Driving improvement through research, data, and creativity.
- *Integrity & Trust* – Acting with honesty, accountability, and transparency.

Key Responsibilities

Project Coordination & Operations

- Coordinate and support implementation of multiple concurrent healthcare quality improvement initiatives.
- Manage project boards, trackers, timelines, deliverables, workflow documentation, and reporting requirements to ensure initiatives remain organized and on schedule.
- Support development and refinement of internal coordination processes, workflows, and operational systems.
- Coordinate with administrative and finance staff on project operations, contracts, invoicing workflows, reporting activities, and organizational tracking needs.



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Stakeholder Coordination & Meeting Management

- Coordinate and facilitate internal and external meetings, trainings, webinars, and stakeholder events, including scheduling, agendas, logistics, registration, attendance tracking, evaluations, and participant communications.
- Document and track meeting notes, action items, decisions, and follow-up activities to support accountability and timely project progression.
- Set up and manage Zoom and Microsoft Teams meetings, including breakout rooms, polling, recordings, and participant support.
- Provide responsive support and troubleshoot technology and access issues for participants and stakeholders.
- Foster strong communication, coordination, and follow-through across projects and collaborative initiatives.

Reporting & Documentation

- Coordinate development, formatting, review, and submission of reports, presentations, summaries, deliverables, and related project materials.
- Support internal review and approval workflows to ensure timely, accurate, and professional communications and deliverables.
- Maintain organized project documentation, shared files, reporting records, and submission tracking systems.

Communications & Marketing Support

- Support development and distribution of communications and outreach materials aligned with VPQHC's strategic plan and organizational priorities, including newsletters, social media content, blog posts, op-eds, partner spotlights, presentations, and stakeholder communications.
- Maintain communication calendars, outreach tracking activities, contact and distribution lists, and related organizational communication systems.
- Support development of presentations, reports, marketing materials, and audience-appropriate communication content across multiple platforms and formats.
- Coordinate outreach, engagement, and promotional activities across projects and organizational initiatives.
- Maintain consistency in branding, formatting, and organizational communication standards across materials and platforms.
- Monitor communications and engagement metrics to support reporting and continuous improvement efforts.



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- Collaborate with internal teams to gather content, elevate impact stories, and translate complex healthcare quality initiatives into clear, accessible communications.

Qualifications

Required

- Bachelor's degree or equivalent professional experience in public health, healthcare administration, business administration, communications, nonprofit management, project coordination, or a related field.
- At least two years of experience in project coordination, healthcare administration, operations, communications, training coordination, or a related role.
- Demonstrated experience coordinating projects, meetings, timelines, stakeholder communications, and operational workflows.
- Strong proficiency in Microsoft Office Suite, Zoom, Microsoft Teams, and project management or collaboration platforms.
- Excellent organizational, time management, and prioritization skills with strong attention to detail.
- Excellent written, verbal, editing, and proofreading skills, including the ability to tailor communications for diverse audiences and formats.
- Experience developing professional communications and materials across multiple formats, including email, newsletters, social media, presentations, and reports.
- Strong interpersonal skills and the ability to work collaboratively while independently managing responsibilities and competing priorities.

Preferred

- Experience in healthcare quality improvement, public health, nonprofit organizations, healthcare operations, or related environments.
- Experience developing content for social media, email marketing platforms, websites, presentations, or other organizational communications.
- Familiarity with communications analytics and using engagement data to inform outreach and communication strategies.
- Experience using project management, communication, and collaboration platforms such as Monday.com, SharePoint, Constant Contact, Canva, Venngage, Zoom, or similar tools.
- Knowledge of Vermont's healthcare landscape and rural health challenges.

Work Atmosphere

This role is performed within a professional, collaborative, mission-driven office environment. Hybrid work arrangements available. Occasional travel throughout Vermont required.



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To Apply: Submit your cover letter & resume to Hillary Wolfley, Executive Director (hillaryw@vpqhc.org).