

## PROJECT MANAGER

Direct, coordinate, implement, execute, and, evaluate the Idaho State Implementation Program (SIP)

### Main Job Tasks and Responsibilities:

- lead the planning and implementation of the program within the parameters of the approved RWJF proposal, its goals and deliverables
- design program action tasks and resource requirements for defined program timelines using approved proposal as a guide
- work with INAC co-leads to assemble, coordinate and provide direction and support to project staff
- manage project budget in coordination with INAC co-leads
- manage project resource allocation within preapproved budget parameters
- track timely progress on project deliverables using appropriate tools and criteria for quality outcomes
- monitor and report on progress of the program to all stakeholders
- present reports defining program progress, problems and solutions
- implement and manage project changes and interventions to achieve project outputs
- oversee the conduct of program evaluations and assessment of results

### Education and Experience

- knowledge of both theoretical and practical aspects of program management or equivalent
- knowledge of and successful experience with program management techniques, tools, survey research, time management, concise report writing, organizing projects, strategic planning with documented goal achievement
- direct work experience in program management capacity or equivalent
- proven experience in managing people and successful professional relationships
- curriculum design and evaluation desirable
- advanced practice registered nurse experience desired
- educator experience, with nurse educator role desired

### Key competencies

- critical thinking and problem solving skills
- planning, decision-making and organizing

- communication skills for influencing, negotiating and leading persons and/or organizations who may sometimes have differing goals and political motivations
- delegation skills
- team work
- conflict management
- adaptability
- stress tolerance
- ability to work independently with quality outcomes
- use of education, teaching-learning principles and curriculum design, implementation and evaluation
- concise report writing