

We are seeking Project Coordinator for our new Center for Nurse Entrepreneurship. The Center serves WV nurses who want to open or who have already opened their own health related businesses by providing business training, coaching & mentoring for nurse owners. The Project Coordinator will work with the Executive Director and other staff to manage and deliver our Nurse Entrepreneur educational program, oversee the execution of federal grants, plan an annual conference, cultivate strategic partnerships and build sustainability. Experience in project management, budget management, business development, and supervising direct reports is required. Grant writing experience is a plus. To be successful in this position, you should be able to work collaboratively and independently, work flexible hours, be able to travel the state by car to offer off site trainings, and work well with staff, volunteers, program participants and strategic partners. Other attributes required for this position include excellent team and relationship skills, excellent written and verbal communication skills, solid organizational skills including attention to detail and multitasking skills, strong computer skills and working knowledge of Microsoft Office.

This is a 1099 contract position with a salary of \$ 80,000

To apply for this position, send CV and cover letter to : Futureofnursingwv@gmail.com

Responsibilities:

- Coordinate project management activities, resources, equipment, and information
- Assign tasks to internal teams and assist with schedule management
- Create and maintain comprehensive project documentation, plans and reports
- Oversee budget and federal grants
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Use tools to monitor working hours, plans and expenditures

Skills

- Proven work experience as a Project Coordinator or similar role
- Experience in project management, from conception to delivery
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Strong working knowledge of Microsoft Project and Microsoft Planner
- BSc in Business Administration or related field
- Business Ownership a plus
- PMP / PRINCE2 certification is a plus