



Project Coordinator Quality and Data Services

Reports to: Vice President, Quality and Data Services

Location: Charleston, WV (Hybrid)

Employment Status: Full time, benefits eligible

Position Description:

The West Virginia Hospital Association is a non-profit association representing West Virginia Hospital and health systems. The Association was formed to advance a strong, sustainable healthcare system that improves the health status of West Virginians while supporting the economic stability of the state.

Job Summary:

The West Virginia Hospital Association has an excellent opportunity for a Project Coordinator to join the quality and data services team. The position plays a key role in supporting quality improvement initiatives, supporting member hospitals, and facilitating communications and training.

Responsibilities:

- Manage daily and recurring project activities relating to the general management of quality and data initiatives and work independently to accomplish project-related goals.
- Assist with the preparation of reports, analyses and other deliverables for the Quality and Data Services team.
- Assist with validating data accuracy and completeness.
- Assist hospital users with data submission and conducts regular training.
- Support project teams on meetings and logistics, including planning and coordinating virtual and in-person meetings, agenda management, documentation, evaluations and follow-up.
- Conduct internet-based research including literature searches of clinical topics as assigned.
- Coordinate regular communications with internal staff, member organizations, vendors, and other external stakeholders.
- Respond to members' requests promptly and professionally, seeking guidance when appropriate and keeping relevant staff informed.
- Maintain tools to monitor and manage project contacts and distribution lists.
- Maintain and update the quality and data services sections of the WVHA website to ensure accurate and timely information.
- Represent WVHA in a professional manner with external stakeholders and maintain strict confidentiality of sensitive and proprietary information.

Qualifications:

- Bachelor's degree in business, science, or healthcare-related field.

- Minimum of one (1) year of work experience in a business or healthcare setting or an approved equivalent combination of training and experience.

Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills.
- Strong organizational, time-management, and decision-making abilities.
- Ability to work independently and collaboratively as part of a team.
- Proficiency in computer programs, including Microsoft Office (Word, Excel, Access, PowerPoint)
- Ability to be dynamic, detail-oriented, multi-task, and re-prioritize in a fast-paced environment.
- Strong problem-solving skills.
- Skill and ability in providing customer service at an excellent level to internal and external customers and partners.

Work Environment:

- This position operates in a professional office environment with a hybrid work arrangement based in Charleston, WV. Occasional travel or attendance at in-person meetings or training may be required.