

LVHN Per Diem RN Job Description

PROJECT MANAGER (Volunteer Services)

Coordinates and manages tasks for various projects/initiatives and facilitates associated work efforts within the health network. Communicates on a consistent basis with appropriate partners, project sponsors, committees, leaders, and other stakeholders regarding project priorities, project status, and project opportunities. Supports the varying multi-disciplinary teams and operational leaders by carrying the bulk of administrative responsibilities while learning the key skills within the project management discipline.

Position to support Volunteer Services with LEAP Frog and other colleague initiatives to support patient experience.

Education - Required:

- Bachelor's Degree or
- Associate degree with project management certification.

Experience - Required:

- 2 years' experience in handling projects or administrative work that include tight deadlines, multiple priorities, and teamwork.

Knowledge, Skills, and Abilities - Required:

- Ability to exercise good judgment.
- Ability to recognize, analyze, and solve a variety of problems.
- Must be detail-and-results oriented and highly organized.
- Proficient in project planning and life cycle development.
- Proficient in Microsoft Office.