



VTN Project Manager

Hours: 20 hours per week

Compensation: \$50/hour 1099 Contractor

The Project Manager position is a remote, 1099 contractor with up to 20 hours per week. The Project Manager reports to the Executive Director and works closely with the Deputy Advisor on critical projects for Virginia Telehealth Network.

Core Responsibilities

- Research into potential project areas
- Gather stakeholders within certain project areas for collaboration
- Coordinate efforts with VTN contractors and Board of Directors (where applicable)
- Hosting meetings of stakeholders to develop project plan
- Develop project plan(s) with activities, deadlines, and required resources
- Implement project plan with stakeholders and VTN contractors
- Report on key metrics related to projects

Qualifications

- At least 5 years of professional project management experience for a non-profit
- Detail oriented with strong motivation to complete projects and adhere to deadlines
- Independent judgment in managing time sensitive projects and deliverables
- A professional, flexible, and resourceful style
- Thrives in small team environment
- Acts with minimal supervision within a supportive high-functioning team that allows for both individual leadership opportunities and for collaboration as a contributing team player
- Strong computer skills including Microsoft Office and 365
- Strong project management skills and ability to assign and direct others on projects
- Associate's or bachelor's degree preferred

Commitment and compensation

- 1099 Contractor supplying own equipment
- Approximately 20 hours a week
- Rate per hour \$50
- All project requirements will be carried out remotely; no office space provided

How to Apply / Requirements

- Email a Resume and Cover Letter with the subject line "VTN Project Manager" to Mara Servaites, Executive Director Manager, at mara@ehealthvirginia.org
- Applications will be reviewed and interviews scheduled on a rolling basis. First round review will close 10/24.

About VTN

The Virginia Telehealth Network is a small, virtual nonprofit organization with the mission of advancing the adoption, implementation, and integration of telehealth and related technologies statewide and promotes the coordination and delivery of care for all Virginians. VTN partners with the Virginia Telemental Health Initiative and oversees the Virginia Telehealth Plan.

More information about the organization visit www.ehealthvirginia.org.

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