



Project Coordinator

Chapman Consulting works in the dynamic world of federal and state health policy to help clients navigate the complex regulatory landscape and identify opportunities for growth in the health care industry.

Our team provides project management and operational support to help our clients create informed and sustainable partnerships, optimize internal processes, and engage in effective strategic planning. We conduct thorough market research and analysis to distill complex regulatory and policy initiatives, presenting them in clear and digestible formats that keep clients and policymakers informed. Chapman Consulting also provides meeting facilitation and stakeholder engagement that leads to actionable, consensus-based policy solutions and innovative strategies for clients.

We are seeking a highly organized and detail-oriented Project Coordinator to join our team. The Project Coordinator will assist in managing and coordinating various aspects of project execution, ensuring that projects are completed on time, within scope, and according to established goals. This role involves supporting the project team, communicating with stakeholders, and helping streamline project processes.

Responsibilities

- Assist the Director of Operations/Projects in planning and defining project scope, goals, and deliverables.
- Develop and maintain project schedules, timelines, and resource plans.
- Coordinate and facilitate project meetings, including preparing agendas, taking meeting notes, and tracking action items.
- Monitor project progress and update stakeholders on status, risks, and issues.
- Organize and maintain project documentation, including contracts, reports, and timelines.
- Assist with budget management, ensuring project costs stay within allocated budgets.
- Liaise with internal teams, contractors, and vendors to ensure project tasks are executed as planned.
- Track and manage project milestones, ensuring deadlines are met.
- Identify and resolve project issues or challenges, escalating concerns to the Director of Operations/Projects when necessary.
- Support the onboarding and training of new team members or stakeholders.
- Provide administrative support to the project team as needed.

Required Qualifications

- Proven experience as a Project Coordinator, Assistant Project Manager, or in a similar role.
- Strong organizational skills with the ability to prioritize tasks and manage multiple responsibilities.
- Excellent written and verbal communication skills.
- Proficient in project management software (e.g., Microsoft Project, Asana, Trello) and Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work collaboratively in a team environment and engage with stakeholders at all levels.
- Strong problem-solving abilities and attention to detail.
- Ability to manage time effectively and work independently when necessary

Work Schedule: Monday through Friday 8:00 am – 5:00 pm

Working Conditions: Remote

Salary: 55-65k, negotiations depending on experience

Chapman Consulting is proud to be an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to attracting and retaining a diverse team that represents a variety of backgrounds, experiences, perspectives, and skill sets.