



**Position Title:** Project Manager

**Compensation:** \$40.00 per hour

\$5,000 project completion bonus after all metrics are met

### **Project Manager Position Description**

True North Physician Agency is seeking an organized and engaging project manager to lead out on short term consulting project. This role would also lead out on marketing efforts for the organization. Project manager would ensure that all consulting objectives are met for the short-term project.

### **Project Manager Duties and Responsibilities**

- 80% of position is dedicated to project manager roles/20% of position is dedicated to marketing efforts for TNPA
- Meet with President 1x a week in person to discuss progress, objectives, and barriers.

#### ***Project Manager***

- Lead out and be responsible for all deliverables on assigned project(s)
- Meet with stakeholders in related project both virtually and in person
- Prepare reports and presentations for stakeholders
- Lead out on strategic planning for project
- Prepare budgets for designated and assigned projects
- Make presentations in tandem with the President of TNPA to stakeholder groups
- Correspond with stakeholders via e-mail, letter, virtual meetings and phone
- Reach out to prospective industry collaborators
- Meet with C-Suite hospital and healthcare executives
- Attend meetings as required

#### ***Marketing***

- Prepare TNPA marketing collateral
- Ensure style guide is established for TNPA
- Prepare booth marketing collateral for conferences and presentations
- Update TNPA web site
- Create social media posts each week for distribution
- Plan 2021 marketing plan for TNPA



## Requirements

- Experience with Microsoft Office (Excel, Power Point, Word)
- Social media experience (LinkedIn and Facebook)
- Bachelor's degree
- Master's degree (optional)
- Good written and verbal communication skills
- Detail-oriented with strong organizational skills

## Benefits

- \$40.00 per hour
- Additional training
- Paid Time Off
- Bonus opportunities - \$5,000 project completion bonus after all metrics are met

**Length of Position:** 25 weeks

**Expected Weekly Hours:** 40 hours

**Term:** January 10 – June 30, 2022

**Anticipated Hours:** 1,000 hours