



Project Management Specialist

Do you have strong project management skills and want to improve the health care system in Rhode Island? Faulkner Consulting Group (FCG) is searching for a smart, high energy **Project Management Specialist** to join our consulting team at HealthSource RI (HSRI), Rhode Island's health insurance exchange. The **Project Management Specialist** will utilize their project management skillset to support the Operations team with meeting management and special projects.

The ideal candidate possesses excellent interpersonal, verbal, and written communication skills, is highly organized and is experienced in managing multiple projects with competing priorities. Applicants should possess strong project management skills, ideally with knowledge and background in healthcare insurance. The candidate should have proficiency in and be comfortable working with technology or systems' work (in this case working with a complex eligibility and enrollment system). In addition, qualified applicants need to be self-motivated and thrive in a fast based environment.

Key Responsibilities

- **Project Management Support:** Provide project management support for the Operations Team's projects in the form of developing and maintaining project plans, ensuring tasks and deliverables are met, establishing meeting agendas and action items, and tracking follow-ups.
- **Project Prioritization and Tracking:** Own and maintain project prioritization lists:
 - Ensure list remains up to date, adding newly identified items, tracking items to completion, and facilitating reprioritization discussions.
 - Provide support for each project, moving things forward with different team members and identifying obstacles or risks to timelines.
- **Requirements Gathering:** Assist with the process for developing and prioritizing Business Requirements for new HSRI technology work.
- **Stakeholder Support:** Support HSRI relationship with their Federal Partner, CMS as well as participate and organize meetings with state's technology and contact center vendors, as needed.
- **Additional Management Support, as needed:** Provide support for other operations team needs, including collaboration with HSRI's contact center and customer support staff on special projects and work.

Qualifications

- Bachelor's degree required
- 3+ years of related experience
- Excellent interpersonal, verbal and written communication skills
- Excellent organizational and project management skills with experience managing multiple projects with competing priorities
- Proficiency in Microsoft Office
- Commitment to customer service and satisfaction
- Ability to multi-task and prioritize effectively

- Proficiency working with and speaking about systems or IT
- Familiarity with Software Development Life Cycle (SDLC) a plus
- Working knowledge of federal/state health insurance policy

Competencies

- Thrives in a fast paced, deadline driven, ever changing environment
- Top-notch organizational skills, with strong attention to detail
- Strong facilitation and communication skills
- Self-motivated, able to work independently
- Proven ability to meet deadlines
- Willingness to learn and expand knowledge
- Ability to confront situations and make appropriate and timely decisions
- Highly developed client/customer service skills
- Team player with the ability to build collaborative relationships across the organization

Faulkner Consulting Group www.faulknerconsultinggroup.com

Faulkner Consulting Group (FCG) is an experienced health policy consulting firm focused on the intersection of public and private programs. FCG has expertise in health care payment and delivery system models, including national and local health policy trends, federal and state health program design and state regulatory policy.

Work Environment

FCG is a virtual company, our work is done at our client offices and virtually from our homes. This position will work a minimum of Tuesdays and Wednesdays in the HSRI offices in Providence and the balance virtually from home.

Candidates:

- Check out our website www.faulknerconsultinggroup.com
- Compensation based on experience. We offer competitive health and dental benefits, professional development reimbursement, 401K match, and paid time off.

Faulkner Consulting Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.