



Projects and Partnerships Coordinator

FLSA Classification: Non-Exempt

Reports to: Connect Mat-Su Director

To apply visit tinyurl.com/connectmatsu

JOB DESCRIPTION

About Connect Mat-Su

Connect Mat-Su was created in 2018 to serve as a comprehensive and innovative health and social services information and referral resource center. It is a network with both a physical and virtual resource center linking residents with immediate access to the information, referrals, and direct assistance needed to thrive physically, mentally, socially, and emotionally. Connect Mat-Su is wholly owned and operated by the Mat-Su Health Foundation (MSHF). Connect Mat-Su employees are employees of the MSHF.

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. Grounded in organizational values of prevention, access, wellness, fairness, equity, and collaboration, the MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su. Through grantmaking, convening of local partners, and policy change, the foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

Position Summary:

The Connect Mat-Su Projects and Partnerships Coordinator is an innovative and adaptive member of the Connect Mat-Su team responsible for contributing to the overall success of Connect Mat-Su. This position will coordinate and facilitate projects that enhance skills and knowledge in complex collaboration for systems change. The coordinator works directly with the director to identify and execute opportunities for Connect Mat-Su into systems level projects and partnerships. Responsibilities will adjust relative to specific project deliverables but will incorporate the activities and duties outlined below.

Job Responsibilities:

Leadership

- Work with Director to strategize, organize and set strategic goals for individual projects.
- Engage in cross-organizational efforts, connecting project work to the broader MSHF mission and network

Project Management

- Design project processes, tools, and supports in alignment with individual project goals.



- Facilitate and participate in meetings and convenings in relation to Connect Mat-Su strategy and operations as well as individual project requirements
- Monitor and communicate progress on all project activities
- Work with program and project evaluators to compile and communicate data driven results
- Develop and coordinate project reporting for funders

External Relationships

- Build authentic and effective relationships with external partners
- Support Connect Mat-Su team and through work with external partners and providers on management and maintenance of internal database records

Health Equity

- Ensure the inclusion of DEI principles and best practices into project design and implementation
- Support integration of MSHF DEI plan into Connect Mat-Su programming
- Ensure an equitable client experience in all Connect Mat-Su client interactions through integration of best practices for DEI and trauma-informed care

Competencies:

- Ability to work in an inclusive and equitable manner.
- Ability to learn quickly, stay flexible and highly organized in a fast-paced environment with competing demands while maintaining integrity of work product for self and staff with minimal supervision.
- Strong analytic skills and the ability to think strategically and programmatically.
- Excellent written and verbal communication with strong facilitation skills
- Highly organized self-starter experienced in project management.
- Ability to build relationships with a cross-sectoral range of stakeholders in the local or regional area.
- Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high-profile stakeholders.
- Understanding of CRM/Software utilization for information and referral.
- Knowledge of the local community, available resources, and issues facing community members while producing innovative and operational solutions.
- Motivated and committed to the foundation's mission possessing a strong desire to promote health equity and improve the health outcomes of the Mat-Su residents.

Education & Experience:

- Bachelor's degree, preferably in Social Sciences or 5 years' experience in systems or project coordination or a combination of education and experience
- Minimum 2 years of project management experience; preferred experience includes project design, development, execution, and reporting
- Excellent communication, customer service, and time management skills
- Knowledge of the Alliance for Information and Referral Services (AIRS)
- Extensive working knowledge of Microsoft Word, Excel, and other related software.



Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Location: Wasilla, Alaska

Work environment: Employee will be working in a typical office environment with offices with frequent interruptions, moderate temperature, and equipment noise.

Physical demands: Employee will be spending considerable time at a desk using a computer terminal.

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer.

Reviewed by:

Manager's initials: _____ Date: _____ Human Resources initials: _____ Date: _____

Employee Acknowledgement

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Print Name: _____

Sign Name: _____

Date _____