

## OREGON CENTER FOR NURSING POSITION DESCRIPTION



POSITION: Project Coordinator, Nurses On Board  
LOCATION: Virtual, Home Office  
STATUS: 0.5 FTE, Limited Duration, Exempt  
SALARY: \$25+/hour (depending on experience)  
STARTING: January 2016

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The Oregon Center for Nursing (OCN) is seeking a Project Coordinator for a Robert Wood Johnson Foundation (RWJF) State Implementation Project (SIP) grant to support the Oregon Action Coalition's "Oregon Nurses on Strategic Healthcare Boards" initiative. This key position will provide planning, implementation, and evaluation for the Oregon Action Coalition's RWJF SIP project in increasing the influence of nurses on healthcare policy boards in Oregon.

The project is designed to advance the recommendations of the IOM Report, "[The Future of Nursing: Leading Change, Advancing Health](#)," in the state of Oregon. More information on the Oregon Action Coalition (OAC) can be found at [www.oregonactioncoalition.org](http://www.oregonactioncoalition.org).

### POSITION RESPONSIBILITIES:

- Report to the Executive Director of the Oregon Center for Nursing
- Provide leadership for program management, including development, implementation, evaluation, reporting, and other project needs
- Communicate effectively with partners, Oregon Action Coalition volunteers, and OCN staff
- Regularly attend Oregon Action Coalition and OAC leadership workgroup meetings
- Provide technical assistance and networking support to project groups
- Document program outcomes and results in accordance with evaluation measures
- Enhance and expand project resources through coordination and collaboration with programs and agencies
- Develop and disseminate the materials necessary for effective and successful program management
- Coordinate, schedule and facilitate all meetings related to the project
- Maintain appropriate level of organization (paper/electronic files, communication, website updates, etc.)
- Assist with grant reporting preparation according to established timelines; present program results
- Other duties as assigned

### EDUCATION REQUIREMENTS AND WORK EXPERIENCE:

- Bachelor's degree required. Registered nurse and/or Master's degree preferred
- Strong project management experience and skills
- Research, data collection, management, and analysis experience preferred
- Strong and demonstrated oral and writing skills
- Creative thinker with strong social media background
- Experience facilitating diverse groups
- Basic understanding of healthcare in Oregon
- Ability to work independently with regular travel in the Portland metro area, and occasional overnight travel

### APPLICATION PROCESS:

Please submit the following to Kelley Ilic, Operations Manager, Oregon Center for Nursing, 5000 N Willamette Blvd, MSC192, Portland, OR 97203 or [ocnadmin@up.edu](mailto:ocnadmin@up.edu) **as soon as possible**:

- Your resume or CV with references
- A cover letter explaining your interest in and experience relevant to the Program Coordinator position, as well as your salary requirements