Downloaded from <https://www.velvetjobs.com/job-descriptions/services-project-coordinator>

# Example of Services Project Coordinator Job Description

Our company is looking to fill the role of services project coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for services project coordinator

* Document and report program goals and deliverables
* Manage time effectively & prioritize time in order to meet practice, program, and organizational goals
* Link practice to available external resources, such as consultants and group learning opportunities, to meet specific needs which extend beyond those that are met by the QI Coach’s role
* Maintain collegial relationships with external partners including, but not limited to, TransforMED, IHI, NCQA, BCBST PCMH and other MHCN partners
* Facilitate conflict management & mediation
* Manage multiple projects, teams & priorities
* Possess excellent written & verbal skills in order to produce team updates, written reports/articles, and/or presentations as called for by directors
* Participate in the planning, presenting and hosting of Learning Collaboratives
* Understands the PCMH measures and has the ability clarify any questions that arises around the PCMH measures
* Effectively facilitate team meetings & leadership to incorporate care management initiatives such as shared decision making, self-efficacy, and self-management support for patients/families at every interaction

## Qualifications for services project coordinator

* Must have prior project management experience
* Attention to detail, strong scheduling skills and ability to handle multiple priorities
* Adaptability is critical in this fast paced environment
* Diploma/Degree in Facility Management/Administrative Support
* 5 years of related work required, 10+ Years preferred
* Strong Professional Contacts at Work