



Job Title: Project Support Manager

Classification: Salaried, Non-Exempt

Location: Vibrance Health Administration Building, Bay City, TX

Reports to: Deputy CEO of Vibrance Health

Job Summary: To utilize project management tools to provide overall project oversight to insure successful completion of projects and initiatives of Vibrance Health. The PSM will advise Vibrance Leadership on the progress of projects; the availability and utilization of resources; and identification of roadblocks. The PSM will lead a limited number of projects and will work closely with PHM/Delta Force for this major initiative.

Project Support Manager Job Responsibilities:

- Oversees and assesses existing processes and workflows across various departments.
- Provides guidance to the Project Support Team and delegate specific project tasks.
- Enhances project efficiency by developing, implementing, and evaluating new processes and workflows.
- Ensures that grant deliverables and reporting requirements are met, working closely with leadership to track progress.
- Prepares reports to track project progress, document status updates, and highlight any changes.
- Monitors key metrics to identify areas for improvement and track the progress of project initiatives.
- Presents findings and recommendations to leadership, including the CEO, Chief Deputy Officer, participants in CPI meetings, and members of Delta Force.
- Uses project management software (Monday.com) to track and assess project performance.
- Provides thorough instructions for successful implementation of process changes.
- Contributes to departmental efforts by accomplishing related tasks as needed.

Vibrance Health's Project Support Manager will take the lead in creating and overseeing project management processes, defining and maintaining standards to ensure successful project execution across the organization.

Duties of the Project Support Manager:

- Acts as a central point for managing all projects, aiming to create efficiencies and ensure seamless coordination across initiatives.

- Defines and maintains project management workflows and guidelines across all project phases to ensure successful completion of each project.
- Tracks key metrics to guide project execution. Develops meeting resources and summaries to ensure clear action items and responsibilities, promoting accountability and timely completion of deliverables.
- Manages projects within Vibrance Health's project management software (Monday.com), ensuring all projects are tracked and aligned with organizational goals.
- Work collaboratively with the Population Health Officer—utilizing tools and data to monitor active projects and provide insights that support strategic decision-making while ensuring alignment across teams."
- "Collaborate with QA/QI and the Population Health Officer on PCMH to obtain annual recognition."

Core Competencies

- Strong leadership and decision-making
- Effective communication and active listening skills.
- Expertise in facilitation and meeting management.
- Efficient task management with strong attention to detail.
- Skilled in mediation and conflict resolution.
- Ability to delegate tasks effectively.
- Cross-functional collaboration and strategic thinking.
- Technical proficiency in project management tools and software.

Proven experience and success in managing projects.

Education:

- Bachelor's degree in business or related field (graduate degree or Project Management Professional (PMP) certification preferred).
- Previous experience in quality or business process improvement.

Benefits:

- Medical, Dental, Vision, Life, 401K, PTO, Paid Holidays, HAS, FSA, EAP.

Salary:

- Dependent on experience and education.