



POSITION ANNOUNCEMENT

Project Coordinator The Leapfrog Group

The Leapfrog Group seeks candidates for the position of Project Coordinator to support the operations of the organization as part of a dynamic and energetic staff. For more information on The Leapfrog Group, visit www.leapfroggroup.org.

POSITION SUMMARY:

The Project Coordinator is responsible for scheduling, coordinating, and overseeing various projects to help advance Leapfrog's mission to improve the quality of health care. Candidates must be able to develop a project plan and timeline, assist with program development, and write reports as needed.

The Project Coordinator will also provide assistance to senior management in conducting health industry research and prepare proposals and testimonies as assigned. The successful candidate will take an active role in collaborating with The Leapfrog Group team to synchronize project activities, logistics, and outreach activities.

REQUIREMENTS:

Requirements include 2 to 3 years of experience in project coordination and meeting planning with a Bachelor's degree in a related field (Public Health, Health Administration, Bachelor of Science) or a related degree. Excellent written and verbal communication skills are required, MS Office proficiency, and the ability to conduct significant research. Candidates must have the ability to handle multiple projects and priorities. Experience working in the healthcare industry strongly preferred.

Interested candidates should e-mail a cover letter, resume, and a writing sample to:

info@leapfroggroup.org

No phone calls please.