



COLORADO CENTER FOR NURSING EXCELLENCE

ASSISTANT PROJECT DIRECTOR POSITION DESCRIPTION

The vision for the Colorado Center for Nursing Excellence is supporting innovation and building partnerships to enhance the Colorado nursing and healthcare workforce. The mission states:

The Colorado Center for Nursing Excellence contributes to the promise for health by developing an excellent nursing and healthcare workforce that meets the needs of all Coloradans. Through collaboration and innovation we are a catalyst for change and advocates for health, education and policy.

The Assistant Project Director, together with other directors and team members including the President and CEO, plans and implements the Center's initiatives addressing the vision of the Center. The Assistant Project Director reports to the Project Director and may supervise staff, private contractors and volunteers assisting with projects for which she/he is responsible.

JOB SUMMARY:

The assistant project director assumes accountability for projects that help the Center meet its mission. Responsibilities include: planning, program development, implementation, management/administrative functions and development of nursing and workforce efforts for the advancement of health and health care.

RESPONSIBILITIES

Program Planning and Implementation

- Assists with planning, implementation and management of programs that help the Center meet its mission including programs related to but not limited to nursing education, nursing practice, career promotion and retention program.
- Assists with developing and analyzing nursing workforce data.
- Develops and teaches course content
- Assists in preparation of proposals, in partnership with other staff, to obtain funding for projects related to the Center's mission. Such proposals may be related to nursing education, nursing practice, career promotion and retention programs as well as other programs that help the Center meet its mission.
- Based on the recommendation of the planning committee facilitates the creation and expansion of the training programs as well as facilitation of the follow up within the schools of nursing and clinical facilities.
- Assists in development of plans, in partnership with the President and CEO, Project Director, and other key stakeholders, for project sustainability, if applicable.

Leadership and Supervision

- Serves as a liaison with the participating schools of nursing, facilities, and the project committees.

- Contributes leadership and strategic direction for grants and projects to insure that the vision and Center's plan of work and the individual grants and projects are carried out.
- Supervises and evaluates staff and volunteers working on assigned projects.
- Assists the President and CEO as needed with Center operations. Performs other duties as designated by the President and CEO.

Evaluation

- Assists in the planning and implementation of the evaluation of designated projects.
- Monitors the collection, analysis and reporting of data for the purposes of evaluation and sustainability of the project
- Assists with project implementation and evaluation of other selected Center projects and programs.

Communication

- During the course of project management, assistant project director will communicate findings, best practices, evaluations and other information to key stakeholders including the Center's Board of Directors.
- Represents the Center at selected meetings, conferences and committees.
- Prepares written reports and publications and provides presentations related to activities of the Center.

Other Center Activities

- Participates in generating new ideas and efforts to help Center meet its vision and designed future.
- Maintains currency in issues and may attend conferences, review literature and findings from relevant groups and will participate in Center Advisory Council meetings and other groups.
- Participates in activities to assure that Center continues to have financial resources to meet its mission.

QUALIFICATIONS

Minimum Education Requirements:

- BSN required; Master's level nursing preparation preferred.
- Licensed as an RN in the state of Colorado.
- Experienced nursing educator / skilled presenter preferred.
- Experience in working with groups and developing collaboration.
- Successful completion of orientation.

Minimum Work Experience Requirements:

- At least five years professional nursing experience, including demonstrated management and leadership skills.

Other Skills and Abilities Required:

- Ability to convey information both verbal and written clearly. Ability to analyze and manipulate figures.
- Ability to organize and manage time effectively, setting appropriate priorities.
- Ability to direct, coordinate and manage staff, consultants and volunteers and a multi—disciplinary group of employees and partners.
- Ability to make independent decisions consistent with policies, procedures and appropriate standards.
- Must have valid Colorado driver's license and verification of auto insurance.

PLEASE SEND COVER LETTER AND RESUME TO Leslie@ColoradoNursingCenter.org.
NO PHONE CALLS PLEASE.