

COVID-19 Project Manager
Virginia Department of Health

The Virginia Department of Health is seeking a COVID-19 Project Manager in the Office of Epidemiology. This position works with various stakeholders to organize resources, communicate on projects, and provide reports to various levels of leadership. The COVID-19 Project Manager is primarily responsible for implementing project management processes, organizing timelines, communicating updates, escalating issues that are identified, and providing various reports that provide updates regarding the project's status.

ESSENTIAL FUNCTIONS:

1. Formulates plans to meet the objectives of the project while adhering to an approved budget and timeline.
2. Assigns tasks, sets deadlines, provides necessary resources, and meets regularly with project members
3. Communicates resources available to the project team and escalates issues to relevant stakeholders.
4. Develops effective ways to measure and analyze the progress projects to ensure they are developing as planned.
5. Develops tools and processes to manage resources
6. Establishes and maintains effective working relationships with diverse staff professionals at the local and state level.
7. Develops reports for leadership to provide updates on the status of the project.

JOB QUALIFICATIONS:

Minimum Qualifications:

- Experience in project management (2-3 plus years)
- Excellent communication skills and experience working in a dynamic and fast-paced team environment
- Sound professional judgment in handling emergencies, including resourcefulness, initiative, and tact commensurate with the demands of the position
- Ability to analyze and evaluate problems in a quick and efficient manner
- Ability to effectively use computer applications such as word processing, spreadsheets, calendar, e-mail and database software

Preferred Qualifications:

- *Public Health or Health Industry Experience*
- *Certification in Project Management*

Salary:

- Commensurate with experience – up to \$38 per hour

Please send your resume to Andrea Mendes at andrea.mendes@vdh.virginia.gov.