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BI-STATE PRIMARY CARE ASSOCIATION Position Description

Title: Project Coordinator, Workforce Recruitment
Reports To: Program Manager, Workforce
Employment Classification: Full Time; Salaried; Exempt
Directly Supervises and Evaluates: N/A
Date Last Updated: January 25, 2023
Current Incumbent: Vacant

Purpose of the Position:

To identify primary care providers to fill job vacancies in New Hampshire and Vermont through developing and implementing multi-faceted marketing and outreach activities. This includes physicians, dentists, dental hygienists, physician assistants, nurse practitioners, master level behavioral health and substance use disorder treatment providers, and others who may be interested in our region and/or working in a medically underserved area or with medically underserved populations.

General Description:

Under supervision of Program Manager, Workforce and in accordance with Bi-State policies and procedures, the Project Coordinator, Workforce Recruitment is responsible for identifying and screening qualified candidates to support successful recruitment in a team-based environment. The Project Coordinator, Workforce Recruitment maintains Recruitment Center databases to ensure data integrity and coordinates all aspects of program reporting.

Bi-State is an equal opportunity employer, willing to provide reasonable accommodations for qualified individuals with disabilities. Employees who require accommodation to perform the essential functions and requirements of their positions should address questions or concerns with Human Resources.

Essential Duties:

1. Facilitate development of the Social Marketing Plan and outreach goals working in a team-based environment. Analyze Social Marketing Plan results and conducts research to identify and evaluate best practices in the industry. Recommend strategies and methods for connecting with target audiences and generating leads based on research and analysis.
2. Generate candidate leads to attain outreach goals by conducting direct outreach using methods such as posts on job boards and networking sites (i.e., 3RNET, Profiles Database, CareerMD Database), mining databases to identify candidates, cold calling, email outreach, networking to obtain referrals and other advanced sourcing techniques.
3. Contribute to development of the Recruitment Center's annual budget. Track and monitor expenses on an ongoing basis. Analyze and report monthly budget variances and maintain cost/benefit analysis for recruitment and outreach related activities.
4. Maintain Recruitment Center databases including, 3RNET and PRISM. Manage data collection, standardization, and analysis to ensure data integrity, validity, and privacy. Train Recruitment Center team members on use of the data base to ensure data is collected and reported accurately.
5. Collect, maintain, compile, analyze, map, and display candidate and client data to identify trends and determine needs. Maintain information on Recruitment Center clients such as organizational descriptions,

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contracts and Promotional Plan renewals and active vacancies for use in internally and externally in accordance with organizational needs as well as grant requirements.

6. Prepare and coordinate internal and external reporting in accordance with organizational needs and grant requirements.
7. Post jobs, manage postings, and track effectiveness. Directly manages vacancy postings on 3RNET. Train and assist clients with accessing 3RNET vacancy postings to ensure information is accurate and enabled for direct referrals.
8. Respond to member, state, client, candidate, and colleague requests for information and reports on a timely basis.
9. Maintain the Recruitment Center website including vacancy postings and featured employer status designed to generate candidate interest and client satisfaction. Conduct ongoing research and recommend content for the website and other social media as appropriate.
10. Develop collateral and prepare for events and outreach campaigns.
11. Maintain knowledge of emerging trends, approaches, and technology for innovative sourcing and recruitment best practices.
12. Identify ways to improve and streamline business processes and assists with implementation.
13. Attend Bi-State scheduled all-staff meetings as well as other meetings as appropriate and as requested. Maintain positive internal and external communication with Bi-State staff, members, and Board of Directors.
14. Actively serve as an ambassador from Bi-State to the community, building collaborative connections, and looking for opportunities to increase income for the organization. In coordination with your supervisor, identify, cultivate, solicit, and provide stewardship to potential and current donors and sponsors; develop opportunities for fee-for-service consulting; write grants; promote the group purchasing program; and look for opportunities to attract new members and strengthen relationships with existing members.
15. Periodically travel on Bi-State business.
16. Practice compliance with all applicable state and federal laws regarding Protected Health Information and Protected Personal Information data privacy, protection, and storage.
17. Understand the mission and vision of the organization and lives the values of the organization: learning, integrity, responsiveness, and respect.
18. Other responsibilities as assigned by your supervisor and/or the Senior Vice President, Policy and Strategy.

Qualifications:

Knowledge/Degree/License Requirements:

1. Four-year baccalaureate degree or equivalent experience preferred.
2. Three (3) to five (5) years of relevant experience preferred.
3. Grant/project management experience preferred.
4. Valid United States driver's license.

Skills Requirements:

1. Possess strong computer skills (Microsoft Outlook, Word, Excel, PowerPoint, and Access) and the ability to use Bi-State systems.
2. Possess strong people skills to deal with candidates, employers and the public.
3. Possess negotiation skills.
4. Possess strong oral and written communication skills.
5. Possess strong interpersonal skills.
6. Ability to work within a budget.
7. High level of independence and motivation and excellent judgment required as the incumbent will regularly exercise independent discretion.
8. Ability to maintain accurate office records and files and produce accurate, timely written reports using organizational systems.
9. Familiarity with automated office equipment.

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- 10. Ability to meet deadlines.
- 11. Ability to maintain strict confidentiality.
- 12. Ability to understand and follow complex instructions.
- 13. Ability to respond appropriately and professionally to staff and members of the public, in person, in written communication, and on the phone.
- 14. Ability to work well in fast-paced environment, juggle many priorities and handle stress in a professional and positive manner.
- 15. Ability to interpret data and apply as needed to varying uses, such as grant reports and applications.

Physical Requirements:

- 1. Most time spent sitting, with up to one-third (1/3) of time walking or standing. There are no restrictions on ability to interrupt periods of sitting.
- 2. Minimal lifting.

Working/Environment Conditions:

- 1. Climate controlled office (when working on-site)
- 2. Quiet work environment

Machines/Equipment/Tools Used:

- 1. Computer
- 2. Telephone
- 3. Fax machine
- 4. Copy machine
- 5. Automobile

Please sign below to acknowledge you have received a copy of this Position Description and that you understand and are willing to fulfill the position as outlined.

Current Incumbent Name (Signature)

Date

Current Incumbent Name (Please Print)

Supervisor Name (Signature)

Date

Katherine Shamei
Supervisor Name (Please Print)