



Project Manager

Mission

goShadow is a suite of tools, training, and consultative support to collect, analyze, and aggregate an organization's process and experience-level data, real-time. By possessing real-time data, teams come together to truly co-produce more ideal experiences that deliver clinical outcomes and operational value for all stakeholders.

Project Manager

The *Project Manager* will work closely with the Executive Director and team to:

- Lead programmatic and project initiatives such as:
 - Support partner organizations through survey development, implementation, data collection, reporting, coaching, training, and improvement initiatives with the What Matters to You? (WMTY) tool and international working group as needed
 - Support partner organizations through shadowing template development, on-site shadowing, report generation, coaching, training, and improvement initiatives as needed
- Own, improve, and support maintenance on goShadow's custom app, platform, and reporting software.
 - QA and provide detailed analysis of desired app/platform improvement and maintenance
- Support development of training and course offerings:
 - Creation of content such as: videos, tools, and slide decks to facilitate courses
 - Provide didactic and coaching to participants with the Executive Director
- Manage and support clients independently with other team members to provide value, enhance processes, and deliver an excellent client experience
 - Design, implement, and measure improvement projects with healthcare providers and administrators from multi-hospital systems in Pittsburgh, PA and across the world
- Lead and mentor up to 5 undergraduate and graduate interns in the program at a time.
- Strategize, implement, and measure success of marketing initiatives such as: email campaigns, social media, and content creation
- Self-starter approach; seek out and participate in local networking opportunities to generate interest in goShadow's work and grow clientele.
- Support partner organizations by providing feedback and collaboration with the AMD3 Foundation, Operation Walk Pittsburgh, UPMC Innovation Center (IC) and UPMC Bone and Joint Center (BJC) as needed

Required & Desired Skills

The ideal candidate will have 3-5 years of healthcare experience or 5+ years of healthcare coursework. They will be a self starter and enjoy working in an agile, start-up-like environment. They will have excellent verbal and written communication skills, marketing and sales interest, customer-focus, strong project management and organizational skills, and experience using Google and Microsoft suite products, specifically Excel spreadsheet functionality. Website development or python experience is preferred. A successful candidate will thrive in a fast-paced, team environment that requires creativity and wearing of many hats on a daily basis.



Project Manager

Due to the nature of client-related work and travel, applicants are required to be vaccinated and boosted against COVID-19 by the start of employment.

Compensation, Schedule & Structure

The *Project Manager* will be financially compensated based on previous experience. The expectation is to work full-time (at least **40 hours/week**). Travel and off-hour events will be required. The *Project Manager* will report directly to the Executive Director for all efforts. Benefits and pay will be commensurate with experience.

Application Instructions

Qualified applicants will submit a 1-2 page resume and a 1 page cover letter to goShadow by emailing jobs@goshadow.org no later than **September 2, 2022**, with the subject line *Project Manager Application*. For more information about goShadow, please visit www.goshadow.org.