



The Kansas Healthcare Collaborative (KHC) is a provider-led organization dedicated to supplying Kansas physicians and Kansas hospitals with the tools and information they need to continuously improve patient care.

KHC is seeking a Project Assistant to work in its Topeka office. The Project Assistant provides support to three or more Directors and project teams in the implementation of KHC-led quality improvement initiatives, such as the Hospital Improvement Innovation Network (HIIN) and the Practice Transformation Network (PTN). The Project Assistant will be instrumental in the accurate maintenance of project records, listservs, and other databases. The Project Assistant will assist in a variety of supportive roles, such as data entry, tracking enrollments and participation, preparing for meetings (virtual and in-person), and assisting customers with general questions and requests. The Project Assistant will assist with monthly and ad hoc reports, as well as other administrative support activities necessary for successful project completion. Communication with a variety of health care personnel in addition to assisting with various clerical tasks will be necessary. The successful candidate must be nimble and have a strong ability to work in a fast-paced, team-based environment. An Associates' degree or higher is desired. EOE. Please submit cover letter and resume to hr@kammco.com.

Duties & Responsibilities

- Communicate with variety of hospital and health care personnel through email and phone calls, including: scheduling site visits, conference calls, reminders of events, responses needed, and due dates. Facilitate timely follow-up with requests for information and technical assistance.
- Assist with development and implementation of efficient processes to collect, track, and document project information, including notes from hospital site visits, documentation into database, and ensuring all follow up items receive action.
- Assist in coordinating logistics of statewide webinars.
- Assist in on-site meeting preparations and implementation, including registration, fulfilling continuing education requirements, and providing meeting room support, as needed.
- Maintain educational records, including attendance and participant feedback, and provide summary reports as needed.
- Assist with complete and timely compilation of monthly and ad hoc reports.
- Conduct queries of participant records and/or data for targeted interventions or progress reports.
- Prepare agendas, fliers, forms, online surveys, and other materials in support of the project communication and information-gathering needs.
- Assist with administration of listservs and participant access to virtual project resources.

- Maintain database and collaborative software, including program activities and contacts.
- Assist with regular review of information on the KHC website.
- Assist in orderly maintenance of files, both electronic and paper.
- Assist in the timely and accurate completion of project deliverables.
- Serve as back-up as needed to the Executive Assistant for office and phone coverage.

Job Requirements

- Strong attention to detail and accuracy.
- Strong skills in Microsoft Excel.
- Strong communication skills.
- Proficiency in Microsoft Office Word, Access, PowerPoint, and Outlook.
- Ability to learn new programs and online tools, as needed.
- Experience and proficiency in spelling, grammar, composition, and preparing summary reports (start to finish).
- Strong skills in formatting and layout (Microsoft Office and online tools, such as SurveyMonkey).
- Familiarity in the use and administration of listservs and webinar tools preferred.
- Experience in quality improvement, health care setting or industry (desirable).