**Project Specialist- Healthwise**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

In partnership with WCCB and Senior Services Southeastern Virginia, the Project Specialist will be responsible for the implementation and execution of the WCCB/HealthWise Connectivity project plan. The Project Specialist will be responsible to problem-solve and troubleshoot all project issues in a timely manner to meet all project specifications and requirements. Must have the ability to travel, as required to assist in aspects of the project in other locations. Responsible to assist the HealthWise volunteer coaches when teaching older adult clients. Will implement a network of volunteer coaches who will work with older adults to advance their use of technology.

**RESPONSIBILITIES**

* Implement various stages of the program.
* Utilize project management tools and processes to ensure the successful development of the HealthWise system.
* Track and effectively communicate the status of all aspects of the project on a timely basis.
* Clearly communicate with participants, volunteers, coaches, and team members.
* Support project participants to include training volunteers to ensure project completion.
* Ensure appropriate documentation on all projects and processes.
* Responsible for Data collection and reporting
* Quickly gain detailed knowledge of our systems, including connectivity and interaction.
* Promote the volunteer program to gain community support and engagement

**QUALIFICATIONS**

* Bachelor's degree or equivalent work experience.
* Project management knowledge.
* Interest or experience in working with older adults.
* Strong familiarity with project management tools, methodologies, and best practices.
* Ability to complete projects according to outlined scope, budget, and timeline.
* Knowledge of computers, tablets, and smartphone technologies.
* Effective digital, written and verbal communication and interpersonal skills.
* Proficient in use of Google Applications and Microsoft Office Applications.
* Ability to work well independently and on a team in a fast-paced environment.
* Physical Requirements:
	+ Working in an office environment, will travel between Senior Services Southeastern Va, WCCB and other offices within the Hampton Roads area.