

Opioid Task Force Project Coordinator – Ann Arbor, MI

CHIME (Headquartered in Ann Arbor, MI) is an Illinois-based nonprofit membership organization serving Chief Information Officers (CIOs) and senior healthcare IT executives. CHIME enables its members and business partners to collaborate, exchange ideas, develop professionally and advocate the effective use of information management to improve the health and care in the communities they serve.

The CHiME Opioid **Task Force Coordinator** will be responsible for coordinating all administrative and back-end operations efforts in kicking off the Playbook for the Opioid Task Force. To be successful in this role, you will need to be a self-sufficient, motivated person. You will need to be able to work with a diverse pool of people and be well organized.

Job Duties

- Conduct Interviews, to share real life stories
- Conduct research to support playbook and Action Center content
- Write Case Studies & Articles for Action Center
- Write Summaries of Webinars for Action Center
- Keep Playbook Current
- Categorize materials for the Action Center
- Support Action Center (Website)

Requirements

- Bachelors Degree in Communications or Business Preferred
- Experience with Professional Writing
- Experience with conducting research
- Must be able to work independently
- Excellent or strong editing skills desired
- Strong Communicator, both written and verbal
- Experience with Word Press preferred

Please send all resumes to the attention of Melissa Boobyer, HR Manager @
Mboobyer@chimecentral.org