JOB DESCRIPTION

Project Manager

RHTP MIH Expansion

(part-time, grant-funded)

Title	**Project Manager**, Colorado Rural Health Transformation Program (RHTP) Mobile Integrated Healthcare (MIH) Initiative
Employer	TranscendX, under contract with WRETAC
Reports to	TranscendX Principal; working closely with WRETAC Executive Director
Status	Part-time, hourly (about 20 hours per week and variable), grant-funded to November 2027; may renew annually through 2031
Location	Remote, with regular travel throughout Colorado, including overnight trips to rural sites, agency meetings, and the MIH Conference and Tradeshow
Applications close	December 10, 2026

Position summary

The Project Manager runs day-to-day management of WRETAC's $1.39 million RHTP grant from the Colorado Department of Health Care Policy and Financing (HCPF). The role supports the Project Work Plan, prepares quarterly status reports, tracks spending against the approved budget, and keeps HCPF response deadlines. It also coordinates the first Colorado MIH Conference and Tradeshow, supports the statewide LMS for community paramedic recertification, and tracks vendor delivery on the Community Connector care coordination platform. The position works closely with the WRETAC Executive Director, the MIH Data Consortium and its Education Committee, and vendors including Julota™, Contexture™, D2L Brightspace™, and the contracted educators.

Essential duties

Grant management and HCPF reporting (about 40% of time)

- Execute the Project Work Plan following HCPF templates and manage revisions for approval.
- Prepare four Quarterly Status Reports, due the 15th of the month after each quarter, reconciled to WRETAC accounting records.
- Maintain the budget tracker; flag likely underspending in time for the 5-business-day HCPF notice.
- Draft reallocation requests, reimbursement packages, and the Close Out Report due November 14, 2027.
- Log HCPF inquiries and meet the 1-, 2-, and 5-business-day response standards.

MIH Conference and Tradeshow (about 25%)

- Staff the planning committee; issue calls for presentations and sponsors.
- Run venue and lodging contracting, presenter agreements, and presenter travel.
- Produce save-the-date and advertising; manage audio-visual and on-site logistics.
- Run participant evaluations and report attendance and sponsor revenue.

Learning management system support (about 15%)

- Support the Education Committee on D2L Brightspace setup and content migration.
- Track enrollment and completion by agency; report CE hours.

Vendor and platform coordination (about 10%)

- Track Julota™ implementation milestones, interface testing, and agency launches against the work plan.
- Maintain the vendor deliverable log and escalate slippage.

Metrics and data (about 10%)

- Assign data owners for Work Plan appendix A metrics and collect them each quarter.
- Present results in plain tables and charts for HCPF, the Consortium, and WRETAC.

Preferred knowledge

- State pass-through grant administration, preferably Colorado agencies such as HCPF or the Colorado Department of Public Health and Environment (CDPHE)
- EMS system structure, including Colorado's RETAC network
- MIH and community paramedicine models, including IBSC CP-C and CCP-C credentials and Colorado's community paramedic endorsement
- HIPAA privacy and security requirements for programs that handle PHI
- Health information exchange and ePCR concepts, at a level that supports vendor oversight

Skills

- Builds and maintains project schedules, budget trackers, and risk and issue logs
- Writes clear, accurate reports for state agencies on deadline
- Analyzes program data with Excel or a similar tool
- Plans events, including contract negotiation with venues and management of presenter travel
- Coordinates multiple vendors and volunteer committees without direct authority over them
- Works independently in a remote, part-time role with limited supervision

Experience and education

Area	Required	Preferred
Grant management	3+ years managing state or federally funded health, EMS, or public health projects, including budget tracking and progress reporting	Experience with federal grants
Field background	Working familiarity with EMS operations, rural healthcare, and EMS education	Prior work as a paramedic, community paramedic, or EMS administrator
Events	Coordinated at least one professional conference or training event	Sponsor recruitment and continuing education accreditation (CAPCE)
Technology	Proficient in Microsoft 365	LMS administration (D2L, Canvas, or similar); care coordination platforms
Education	Bachelor's degree in public health, health administration, public administration, EMS, or a related field, or equivalent experience	Master of Public Health (MPH) or Master of Public Administration (MPA); Project Management Professional (PMP) certification

Working conditions and requirements

- Reliable home office and internet; available for HCPF and Consortium meetings during Mountain Time business hours
- Valid driver's license and ability to travel to rural Colorado sites, including overnight trips
- Non-disclosure and business associate agreements appropriate to the work are required
- Background and exclusion check (SAM.gov) before start
- Physical demands: long periods of computer work, extended driving, and standing and walking during site visits and conference setup, including occasional lifting and carrying of event materials

Pay and benefits

- Pay range: $40–$49 per hour
- Not benefit eligible
- Earns paid sick time under the Earned Sick Time Act (ESTA) and the Colorado Healthy Families and Workplaces Act (HFWA)

Equal employment opportunity

TranscendX is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, creed, sex, sexual orientation, gender identity or expression, pregnancy, national origin, ancestry, age, disability, genetic information, marital status, veteran status, or any other status protected by federal, state, or local law. We provide reasonable accommodations to qualified individuals with disabilities during hiring and on the job. Applicants who need an accommodation may request one from TranscendX.