



Community Health Centers of Arkansas, Inc. Arkansas Primary Care Association

"To equip, unify, and advocate for an innovative network that provides exceptional health care to all."

Project Manager for Maternal Health

Reports To: Chief Operating Officer (COO)

Location: Little Rock, Arkansas (Statewide Responsibilities)

FLSA Status: Exempt, Full-Time

Supervisory Responsibilities: None, directly, but will coordinate and collaborate with individual site PIs, data managers, and designees to ensure proper project execution and data integrity.

Position Overview

CHCA's Project Manager for Maternal Health will lead the successful planning, implementation, coordination, and evaluation of a portfolio of maternal health initiatives—particularly those funded by grants—focused on improving outcomes for pregnant and postpartum individuals and expanding access to family planning and contraceptive care.

This individual will have demonstrated project management skills, the ability to manage timelines and cross-functional teams, and a strong interest or background in maternal and child health, public health, or healthcare delivery. They will be responsible for ensuring that project deliverables are achieved in alignment with funder requirements, organizational goals, and quality standards.

This position requires collaboration with internal staff, community health centers (CHCs), research partners, and other stakeholders across Arkansas. The Project Manager will support multiple maternal health initiatives, including those in development or early implementation phases, and will play a key role in shaping future maternal health projects and grant opportunities.

Core Responsibilities

- **KEY PROJECT: PCORI Delivering HOPE**

The **PCORI Delivering HOPE Maternal Health Research Study** is the central project for this role at present. The Project Manager will serve as the lead coordinator for CHCA's implementation of this study, with responsibilities including:

- Managing project implementation across participating community health centers.
- Coordinating with research principal investigators (PIs) to ensure adherence to the grant work plan and study protocol.
- Monitoring fidelity of data collection and intervention delivery across sites.

- Addressing issues identified by CHC teams and supporting continuous quality improvement.
- Maintain ongoing communication with site-based staff—including PIs, data managers, community health workers, and outreach staff—to ensure consistent and effective project execution.
- Lead training needs assessments, design training materials, and track project budgets, ensuring strong collaboration and compliance.

Note: While the PCORI Delivering HOPE project is a major current focus, **the Project Manager will also be actively engaged in several other maternal health initiatives that are in the planning, pilot, or early implementation stages**, contributing to their development, launch, and evaluation in alignment with CHCA’s maternal health strategy.

ESSENTIAL RESPONSIBILITIES

Project Implementation & Oversight (70%)

- Lead the execution of maternal health grants in accordance with established work plans and timelines.
- Manage research protocol adherence across CHC sites.
- Ensure timely and high-quality deliverables that meet the expectations of funders and the organization.
- Monitor project milestones and performance indicators and lead efforts to drive continuous improvement.
- Collaborate with team members to develop SOPs, data collection tools, training guides, and evaluation frameworks.
- Track and report on budget expenditures and projections as requested.
- Support additional maternal health initiatives as they are funded or developed, ensuring early-stage efforts are managed with the same quality and attention.

Stakeholder Engagement & Collaboration (20%)

- Foster productive working relationships with CHC partners, consultants, subcontractors, and funders.
- Coordinate internal and external meetings, facilitate communication, and support collaborative problem-solving.
- Ensure effective project team collaboration, including with CHCA staff and external investigators.

Reporting & Data Management (15%)

- Maintain accurate and timely reporting for internal stakeholders and federal funders.
- Participate in and oversee data collection activities; ensure data accuracy, quality control, and compliance.
- Contribute to the preparation of progress reports, evaluation summaries, and grant deliverables.

Other Duties (5%)

- Perform other duties and support initiatives as assigned.
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QUALIFICATIONS & SKILLS

Required:

- Bachelor's degree in Public Health, Health Administration, Nursing, or a related field.
- At least 2–5 years of experience in project or grant management, preferably in public health, healthcare, or maternal/child health settings.
- Strong planning, organizational, and project management abilities.
- Exceptional written and verbal communication skills.
- Demonstrated ability to work independently and with multi-disciplinary teams.
- Ability to manage multiple priorities, meet deadlines, and track deliverables.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.).
- Valid Arkansas driver's license, current auto insurance, and access to reliable transportation for in-state travel (mileage reimbursed).

Preferred:

- Experience with maternal and child health programming.
 - Working knowledge of public health research methods and terminology.
 - Familiarity with data collection platforms such as REDCap, Qualtrics, or SurveyMonkey.
 - Skills in analyzing and summarizing health-related data.
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SALARY RANGE:

\$55,000.00 - \$70,000.00

ABOUT CHCA

Established in 1985, the Community Health Centers of Arkansas (CHCA) is a nonprofit organization that champions access to high-quality, affordable care for Arkansans. CHCA provides training, technical assistance, and advocacy for its network of federally qualified health centers (FQHCs), which deliver comprehensive healthcare services to underserved populations.

**** Please email resume and letter of interest to Mia Stark at mstark@chc-ar.org ****