



Position Title: PMO and Change Management Manager

Reports To: Director of Product Development

Location: Denver, CO

Connect for Health Colorado is the state-based health insurance marketplace and support network that allows individuals, families and small employers to compare and purchase health plans from companies including the major health plans in the state in a convenient way. We provide high quality customer assistance by phone and in person, as well as access to federal financial assistance to reduce the cost of health insurance. Our mission is to increase access, affordability, and choice for individuals and small employers purchasing health insurance in Colorado.

Position Summary: The PMO Manager is responsible for developing and managing the governance of a portfolio of projects and initiatives and facilitating change across the Connect for Health organization. They will develop standards, repeatable processes and templates to be leveraged for all projects within the organization.

Position Responsibilities:

- Establish and maintain an Enterprise Project Management Office that supports all Connect for Health department's projects. Establish and maintain an Enterprise Project Management Office that supports all Connect for Health department's projects, including the reporting and management of all projects.
 - Develop, implement and manage standardized project management processes, tools, templates and communication vehicles.
 - Support, mentor and develop project management staff.
 - Responsible for developing and managing an effective resource tracking and allocation method across the organization.
 - Coordinate internal and external resources to facilitate a high functioning and successful teams.
 - Manage multiple projects simultaneously. Projects span across various business units to include security, compliance, marketing, operations and customer experience enhancements.
 - Demonstrate overall flexibility, adaptability, balance and well-rounded knowledge based within all facets of the assigned role.
 - Ensure proper change management processes are executed across the project life cycle.
 - Understands and delivers projects using both waterfall and agile management methodologies.
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Position Requirements:

- 8-10 Years of Project Management experience required
- 5+ Years of Change Management experience required
- 4 Year Degree College or 8 Years' experience in lieu of education
- Experience building and leading an enterprise PMO preferred
- Excellent communication and interpersonal skills
- Organizational and process change management skills required

- Proficiency in Microsoft Project, Visio, Outlook, Word and Excel
- Experience working with JIRA and an Agile SDLC preferred
- PMI Certification or equivalent preferred
- Ability to learn quickly, work in a fast-paced environment and be flexible and adaptable to change
- Able to work independently without day to day direction
- Team oriented with the ability to collaborate effectively with coworkers and project management team
- Ability to maintain confidentiality of our system and highly sensitive information
- Knowledge of health insurance industry preferred

Work Environment:

- Typical office setting; the Connect for Health Colorado office is near the intersection of Interstate 25 and 225, with easy access to major roads and public transportation including light rail.
- Work schedule may include some non-traditional hours, weekends and evenings
- Full time position
- On-site during office hours, typically 8am-5pm

To Apply:

Please e-mail resume, cover letter, salary history, and three (3) references to hiring@c4hco.com. Please include position title in the subject line. No phone calls please.

Connect for Health Colorado is an equal opportunity employer (EOE). Connect for Health Colorado may, at its discretion, conduct a background check on any workforce member and/or require job candidates to successfully complete a background check as a condition of employment.
