



Position Title: Project 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 Project Manager is responsible for managing and facilitating projects across the Connect for Health organization. They will develop and maintain project plans, coordinate resources and track the project budget and risks. Project managers will work with cross functional teams to ensure projects are delivered on time

Position Responsibilities:

- Coordinate internal and external resources to facilitate a high functioning and successful team.
- Manage multiple projects simultaneously. Projects span across various business units to include security, compliance, operations and customer experience enhancements.
- Ensure all projects are delivered on time, in budget and within scope.
- Develop and maintain detailed project plans, timelines and budgets.
- Analyze project data, monitor and report on the health of the project for schedule, scope, budget, risks and resources. Includes resolving problems, implementing change, and risk/issue/dependency management.
- Develop and maintain project status reports and communicate status to key stakeholders.
- 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.

Position Requirements:

- 2-3 Years of Project Management experience required.
- Excellent communication and interpersonal skills.
- High level of attention to detail.
- 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.
