

**\*\*\* JOB OPENING NOTICE \*\*\***

Open: December 19, 2025

**Project Coordinator**

At MHA, our mission is to shape an evolving environment that helps our members thrive and fulfill their current and future missions. We are seeking a Project Coordinator to join our Education team and play a key role in delivering enterprise-wide education and events that make a difference across the healthcare community.

The project coordinator will be responsible for utilizing project management software to support planning, tracking and execution of all event components including speaker coordination, budget preparation and documentation, venue planning, marketing initiatives and event closeout in collaboration with the education team as well as internal and external collaborators of events. This position also maintains accurate records of tasks, budgets and communication within the project management systems to support transparency, accountability and continuous improvement. The selected candidate also will serve as the Education Chair for the Knowledge Exchange Committee. The project coordinator will contribute to process enhancements by identifying opportunities to streamline workflows and improve efficiency in event planning and execution. This position also will provide AV support for enterprise events, as well as manage internal and external AV resources to produce events, working with venues and AV contractors as needed to meet all engagement and event goals.

Must be a high school graduate with excellent computer and communication skills, both written and verbal. College degree is highly desirable. At least two years of experience in a professional executive assistant or executive support role is required. Ability to handle diversified duties, pay close attention to detail and demonstrate a commitment to accuracy while meeting established deadlines is required. Must be able to exercise independent judgment and professionalism when dealing with all internal and external customers, both onsite at events and in-house. Must be proficient with computers and maintain a strong working knowledge of Microsoft Office Suite of products including Outlook, Word, Excel, PowerPoint, SharePoint, Teams and Forms. Must learn and be proficient in Cvent, MHA's membership database and other project management tools as determined by the team. Ability to work both independently with minimal oversight and as part of a collaborative team, training peers and sharing resources with others is essential. Must be able to organize and prioritize workload in a timely and efficient manner. Candidate must be able to travel for seminar, meeting or event coverage during the day and occasionally overnight. Some travel and overnight stays may be independent of other MHA staff.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, 4712 Country Club Drive, Jefferson City, MO 65109 or email to [humanresources@mohospitals.org](mailto:humanresources@mohospitals.org).