

**ARKANSAS HEALTH INSURANCE MARKETPLACE**

**Program Manager**

**JOB DESCRIPTION**

The Arkansas Health Insurance Marketplace (AHIM) was created to manage and implement a state-based health insurance exchange in Arkansas in accordance with state and federal law. AHIM was established by the 89th Arkansas General Assembly 2013 Regular Session by ACT 1500 and is a nonprofit public benefit corporation.

**Position Title:** Program Manager

**Reports To:** Executive Director

**Position Summary:**

AHIM is seeking an experienced Program Manager to support AHIM with project management and vendor oversight. The ideal candidate will have a strong understanding of health insurance, enterprise project management experience, and be highly motivated and self-driven. Previous experience with health insurance and/or technology implementation projects would be beneficial in this role. Excellent organizational and time management skills with a high attention to detail is required.

**Duties:**

- Oversees all aspects of project and maintains relationship with AHIM stakeholders and vendors.
- Manages vendor deliverables and vendor project plans.
- Develops necessary reports, procedures, processes, and training materials for project.
- Monitors and attests to the successful implementation of the project.
- Maintains and ensures work plan is updated, and that project remains on schedule.
- Regularly updates Executive Director of project status, triage and report on risks and issues.
- Performs other duties as assigned by the Executive Director.

**Qualifications and Educational Requirements:**

- Bachelor's degree from an accredited college or university and/or comparable work experience (7-10 years) in project management or healthcare.
- Enterprise Program Management experience.
- Must work well within a team and within a demanding, often-public environment.
- Ability to prioritize, organize, and work within tight deadlines and work on multiple projects.
- Knowledge of the Affordable Care Act preferred, but not required.
- Excellent judgment, the ability to communicate openly among colleagues at all levels, a "hands-on" approach, and the ability to think strategically and produce strong results.
- Must be comfortable and effective in making public presentations.
- Must have strong analytical, writing, and negotiation skills.
- Demonstrated maturity and capacity to navigate a complex structure and respond to shifting and fluid priorities.



Please send resumes in .pdf format to [Employment@ARMarketplace.com](mailto:Employment@ARMarketplace.com) by 5:00pm CST on May 15, 2015 with “Program Manager” in the subject line.