HL7 Vulcan Program Support Analyst
Statement of Work

1. OVERVIEW

1.1. TITLE
HL7 Vulcan Program Support Analyst

1.2. CONTRACT PERIOD
Commencing October 15, 2023 for an initial 6 months, renewable on a 6-month basis.

1.3. ROLE(S)

HL7 Vulcan Program Support Analyst: This role is expected to require between 50-75% utilization (20-30 hours per week).

1.4. REPORTING RELATIONSHIP
Reporting to Vulcan Project Management Office (“PMO”) for day-to-day direction, but contractually to Vulcan Program Director.

2. POSITION OVERVIEW
The Vulcan Program Support Analyst (“contracted resource”) will be part of the Vulcan PMO. The Contracted Resource will maintain oversight of tasks to be performed by the PMO and their progress to completion and reminders of due dates as appropriate. As directed by the PMO, the Contracted Resource will improve the toolset used by the PMO, including the Task Log, Customer Relationship Management (CRM) tool and will be able to monitor and maintain the communications channels in use by Vulcan.

Vulcan is developing rapidly and there is potential for the successful candidate to develop a wider role within the PMO over time. This may include working with individual projects within Vulcan.

2.1. KEY RESPONSIBILITIES
The table below describes the key responsibilities for these role(s). Please include a completed table with your submission.

<table>
<thead>
<tr>
<th>Key Responsibility</th>
<th>Proponent’s Delivery Approach</th>
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<tbody>
<tr>
<td>1. Maintain list of PMO tasks and coordinated activities across PMO and projects</td>
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<td>2. Document key communication objectives to ensure alignment with objectives,</td>
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<td>timelines, approaches, etc. for each Vulcan project</td>
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3. Implement and manage a Customer Relationship Management (CRM) tool for Vulcan

4. Develop and implement a communications strategy that includes communications channels, target audiences, cadence, messages and targeted content

5. Identify and manage interested parties for Vulcan communications across a number of communication channels (e.g. mailing lists, chat rooms, meeting invites, etc.)

6. Optimize communication channels by permitting interested parties self-subscribe / unsubscribe to, at minimum, targeted communications, project meetings, chat rooms on specific topics and communities of interest

7. Work with Vulcan PMO, leadership and Vulcan members to identify, curate, create (where appropriate), edit and include in communications materials

8. Maintain currency of Vulcan LinkedIn pages, Confluence site and website

9. Brand Awareness: With input from Vulcan members, identify suitable professional conferences, journals or similar outlets for Vulcan to generate awareness. Drive the content creation including managing Vulcan member efforts as authors or presenters

### 2.2. KEY EXPERIENCE & QUALIFICATIONS

Vulcan is looking for an experienced resource as per the requirements in the table below. Vulcan reserves the right to contract separately for some skills. Please include a completed table with your submission.

<table>
<thead>
<tr>
<th>Key Experience / Qualification</th>
<th>Proponent’s Experience</th>
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<tbody>
<tr>
<td>1. At least 5 years project management and project administration experience</td>
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<tr>
<td>2. Experience using a Customer Relationship Management (CRM) tool</td>
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<tr>
<td>3. At least 3 years experience in the preparation and tailoring of communications content (e.g., newsletters and communiques) via various channels to various persona</td>
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4. Coordination of submissions to professional conferences or journals

5. Experience managing a professional LinkedIn account and / or a website

6. Strong organizational skills and willingness to roll up one’s sleeves to get the job done

7. Excellent oral and written communication skills

8. [Preferred] Demonstrated use of communication tools (specify)

9. [Preferred] Communications experience in clinical research and related domains

10. [Preferred] Familiarity with change management principles

3. HOW TO OBTAIN FURTHER INFORMATION

Direct questions to: Karen Van Hentenryck (Karenvan@HL7.org).

Note: The contractwork@lists.hl7.org list service informs potential contactors of work to be contracted out by HL7 International. If you have received this announcement by a means other than this list, you should sign up for the free HL7 List Service at: http://www.hl7.org/special/committees/list_sub.cfm?list=contractwork

Any updates to this contract work announcement, additional announcements or information will be posted to that list and will reference the contract name.

4. HOW TO APPLY

Submit cover letter, resume, completed tables (above) and hourly rate to: Karen Van Hentenryck (Karenvan@HL7.org) via email by September 15th, 2023, midnight EDT.