

OLYMPIC COMMUNITY OF HEALTH

Job Description

Position: Office Coordinator

Status: Full Time (100% FTE) non-exempt with benefits.

Open Date: October 5, 2018

Closing Date: October 19, 2018 or when filled.

Salary: \$40,000 to \$60,000

Instructions: Please send a cover letter and resume to Margaret Moore: margaret@olympicch.org

Position Summary

This position is an exciting and rewarding opportunity for an experienced administrative professional. We are looking for a multi-talented, detail-oriented, committed individual with strong organizational, communication, and administrative skills. Duties include scheduling and coordinating meetings and events, managing multiple calendars, note-taking and preparation of meeting minutes, drafting and coordinating messages to partners, day-to-day administrative tasks such as preparation of financial monthly financial documentation and various other duties. Independent judgement is required to plan, prioritize and organize diversified workload in a fast-paced environment. Essential qualities include excellent communication skills, professionalism, time-management, attention to detail, resourcefulness, initiative and adaptability.

Reports to: Executive Director

Our Story

Olympic Community of Health is a non-profit organization that serves as one of nine Accountable Communities of Health in the state of Washington. Under our broader mission to improve health and health equity, we are tasked with carrying out the Medicaid Transformation Project to improve health delivery systems across our region. Our region includes Clallam, Jefferson and Kitsap Counties and we are on the territorial lands of the Hoh, Jamestown S’Klallam, Lower Elwha Klallam, Makah, Port Gamble S’Klallam, Quileute, Quinalt, and Suquamish Tribes. We work with a diverse group of partners and stakeholders including primary and behavioral care providers, community-based organizations, public health districts, and state agencies.

Purpose	Vision	Mission
to solve health problems through collaborative action	a healthier, more equitable three-county region	to tackle health issues that no single sector or Tribe can tackle alone

Please visit <http://www.olympicch.org> for more information on our organization.

Please visit <https://www.hca.wa.gov/about-hca/healthier-washington/medicaid-transformation> for more information on the Medicaid Transformation Project and Accountable Communities of Health.

Values

- **Mission-Focused.** We do the right work even when it’s hard, and especially when it’s hard. The passion to serve the people of the Olympic region is critical to success at OCH.
- **Equity and Cultural Humility.** OCH helps our community serve our most vulnerable populations. Team members have a heightened awareness of how our differences inform our social and health decisions.

We understand that we must focus on self-reflection and lifelong learning to appreciate the needs of our region and to better serve our diverse population.

- **Integrity.** The team members at OCH are transparent in our actions, and respectful to one another.
- **Loyalty.** OCH nurtures a sense of belonging in its team and creates safe spaces to build trust.
- **Positivity.** OCH recognizes that in order to feel happy and fulfilled in our lives, we must experience joy and laughter, even in the workplace. We believe that in the presence of shared aim, affection and comradery is the fuel and the bond that energizes us to do the right work.
- **Work-Life Balance.** OCH believes that to be our best selves and to do the right work, we must recognize and value that life is bigger than OCH.

Essential Job Functions

In this position, you will be a key team member, with responsibilities in the following main areas:

- **Meeting Coordination (50%):** coordinate schedules between OCH team and partners; distribution of meeting notices and invitations; site arrangements, including arrangements for conference calling and webinars, at appropriate times and places; prepare materials, including compiling and printing packets; order and purchase food, beverages, and/or catering for meeting attendees; set-up and break down of meeting rooms; take notes, minutes, or other roles as appropriate during meetings.
- **Office Coordination (30%):** work closely with the Director of Administration to prepare supplies requisitions, reconciling receipts to bank transactions, printing and filing documents, receiving packages, and other office management duties.
- **Program Support (20%):** learn OCH projects, initiatives, internal terms and acronyms in order to assist programmatic staff as needed, including assistance in proofreading, formatting documents and presentations, and scheduling and setting up meetings.
- **Other Duties as Assigned:** this position must be able to take on the “odd tasks” as they arise, or be able to direct them to the most appropriate member of the team, and be available to support that team member through its completion.

Qualifications

The Office Coordinator must be adaptive and possess the demonstrated ability to closely follow instruction or to work independently and as a highly-functioning member of a team. Must have excellent interpersonal skills, and must communicate in a way that is clear, effective and culturally humble. Knowledge of standard business practices in electronic, telephone and direct communications is crucial to this role. Must have ability to plan, stay on task, and respond to the team quickly to address needs and concerns as they arise.

Education & Experience Requirements

- Three to five years of related work experience,
- OR, an equivalent combination of education, experience and professional certification may be qualifying provided the individual’s background demonstrates required knowledge and abilities. Degrees and certifications must be from appropriately credited institutions for consideration.
- Experience with information technology systems, including the Microsoft Office Suite, especially Outlook. Familiarity with Adobe Design programs, Mail Chimp, Survey Monkey and Go-To-Meeting preferred.

Compensation & Benefits

- Full-time, exempt position with annualized salary \$40,000-\$60,000, determined based on qualifications.
- 11 paid holidays, 1 personal holiday, 12 days paid vacation and 12 sick days per year.

- Flexible and remote work allowable after initial introductory period and at the discretion of the Executive Director.
- We offer 100% coverage for medical, dental, vision and life plans for the employee.

Licenses, Certificates & Other Requirements

- Performance of job duties requires frequent travel between our offices and throughout the Kitsap and Olympic Peninsula. A valid Washington State driver's license, the use of the incumbent's personal motor vehicle, and proof of appropriate auto insurance is required.

Our Hiring and Process

- We will review resumes on a rolling basis until the position is filled. Applicants will receive notification that their resume and cover letter has been received.
- We will begin scheduling and conducting phone interviews with qualified applicants in October.
- Finalists will be invited to one to two rounds of in-person interviews or interview via Skype.
- The interview panel will inform candidates of when they can expect to receive communication about job offers.

Work Environment and Location

- We have a hands-on, collaborative and entrepreneurial work environment.
- We believe in an inclusive work environment that fosters individual growth and team empowerment.
- We have two office locations:
 - Port Townsend, Jefferson County, WA
 - Poulsbo, Kitsap County, WA
- Work is performed primarily indoors at the offices in Port Townsend and Poulsbo with frequent travel to attend meetings around our region and Washington State.
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various office locations. Requires visual acuity to read computer screens, printed materials, and detailed information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment).
- Duties require carrying a cell phone, laptop, and/or other electronic devices.
- Requires the ability to alternatively sit and stand for sustained periods of time.
- May be exposed to individuals who are upset, angry, agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- May be required to lift and/or carry object and materials up to twenty pounds. Rarely, the incumbent may be required to lift and/or carry objects and materials weighing up to fifty pounds.
- May require working a non-traditional work schedule or working outside normal assigned duties to meet deadlines.