

**COLORADO COMMUNITY HEALTH NETWORK (CCHN)**  
**Health Center Operations Division Assistant**  
**Job Posting**

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**General Statement:** The Colorado Community Health Network (CCHN) is a membership association of Community Health Centers (CHCs) serving low-income, homeless, and migrant populations in Colorado. CCHN is a dynamic, team-orientated, non-profit that provides support and technical assistance to safety-net clinics in underserved communities. The Health Center Operations Division Assistant (Assistant) must be self-motivated, able to manage multiple tasks, organized, able to work with diverse people, carry a heavy workload, and travel. Responsibilities include, but are not limited to, the support, coordination, and implementation of various programs in the Health Center Operations Division (HCOPS), including:

**General Duties:**

1. Provides administrative support to the Health Center Operations Division including schedule coordination and travel arrangements when requested.
2. Provides support with the coordination, planning, material preparation, registration, logistics, and follow-up for HCOPs related events, trainings, meetings, and conference calls as directed.
3. Coordinates collection, entry of data, and quality assurance checking for data projects, which may include the Statewide Strategic Growth Plan; Uniform Data System reports; Salary, Benefits, and Turnover Survey; Community Health Center All Sites List, etc.
4. Assists with grant funded projects including deliverable tracking, data collection, and reporting.
5. Provides administrative support for COO and HR Sections and Board Committees and Workgroups lead by HCOPs staff as requested.
6. Takes and prepares minutes for committee meetings and conference calls as needed and assure minutes are edited and distributed in a timely manner.
7. Participates in CHC recruitment efforts by writing blog entries for MissionDrivenCareers.org, workforce recruitment e-newsletter, and social media posts.
8. Manages and maintains HCOPs Division Web site content.
9. Assist with coordinating and attending CHC recruitment fairs and networking events as requested.
10. Write articles and briefs for CCHN communications, including the newsletter and the member email update.
11. Represents CCHN at events, conference calls, meetings, and training sessions as requested.
12. Supports loan repayment program administration, collection and assessment of applicants.
13. Assists the Health Center Operations Division with research and issue analysis as assigned.
14. Coordinates travel arrangements, registrations, and other off-site arrangements for the Health Center Operations Division as requested.
15. Responds professionally and provides high quality customer service to CHC members, partners and the general public.
16. Operates and creates content in various computer programs, including: Outlook, Excel, Word, Adobe, Access, WordPress, and Mail Chimp.
17. Provides back-up for CCHN telephone, mail duties, and photocopying.
18. Participates actively in cross-functional teams as assigned/appropriate.
19. Assumes other responsibilities as assigned by the Health Center Operations Director and Workforce Manager.
20. Reports corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.

**Minimum Qualifications:**

1. Bachelor's degree or Associates degree preferred (or equivalent experience).
2. Minimum 2 years' experience working in an office environment.

3. Ability to work with minimal supervision and maximum accountability.
4. Able to organize own work, coordinate projects, set priorities, meet deadlines and follow up on assignments with minimum direction.
5. Excellent organization, time management, writing, proofing/editing, and analytical skills.
6. Ability to manage and prioritize multiple tasks.
7. Pleasant manner in telephone and personal contacts and a professional demeanor.
8. Demonstrated awareness of, and value for, cultural competence.
9. Demonstrated ability to work with customer/client groups and /or experience in membership organizations.
10. Ability to work as a team member and work effectively with diverse people.
11. Demonstrated level of proficiency with Word, Outlook, Adobe, WordPress and especially Excel and Access. Comfort using the Internet, including Facebook, and Twitter.
12. Experience with WordPress and back-end Access database management preferred and/or a strong ability to learn and operate new software programs.
13. Ability to work with confidential information.
14. Fluency in written and spoken English.
15. Ability to travel.
16. Physical ability to stoop, kneel, bend, use a computer and perform light lifting.

*CCHN is a membership organization that places a high value on member relations and hospitality. The successful Special Projects Assistant will be responsive to and respectful of member needs, will display sound judgment, be flexible, learn quickly, be interested in working with data and spreadsheets, relate well to the public and staff, have a professional demeanor, prioritize customer satisfaction, and be well organized.*

CCHN is an equal opportunity employer offering flexible benefits, a casual work environment, and a competitive salary (DOE).

**Category:** Full –Time (40 hours per week), Non-Exempt

**Responsible to:** Workforce Manager

**Supervises:** N/A

**Job Description Effective Date:** April 2017

**Compensation Range:** \$18.25 - \$19.25 per hour

**To Apply:** Please email the following to Suzanne Smith at [suzanne@cchn.org](mailto:suzanne@cchn.org):

1. A cover letter
2. Updated resume with all relevant qualifications/history
4. Written answers to the following two questions (limit responses to one page total):
  - a. This job requires completion of multiple tasks with competing deadlines, attention to detail, and high level of customer satisfaction in all of our activities. Please describe your experience with completing multiple tasks and your approach to this challenge.
  - b. A large portion of this position will require data collection, analysis, and report generation. Please describe your most recent experience aggregating and analyzing data in Excel, and then preparing reports and data displays.

Please list "HCOPs Assistant" in the subject line of the email. No phone calls please.  
This position will remain open until filled.