

**COLORADO COMMUNITY HEALTH NETWORK (CCHN)**  
**Operations Coordinator – Part Time**  
**Job Description**

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**General Statement:** The Colorado Community Health Network 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, which provides support and technical assistance to safety-net clinics in underserved communities. The Operations Coordinator is responsible for coordinating projects with Human Resources and Operations staff and ensuring general office and business support functions are completed timely and accurately. This position will work closely with the HR and Operations Director. The Operations Coordinator must be self-motivated and able to manage multiple tasks, and able to work with diverse people.

**General Duties:**

1. Oversee the maintenance, lease agreements, and proper functionality of all office equipment.
2. Work with the HR and Operations Director on space planning evaluations and recommendations as needed. Coordinates office moves and office equipment as appropriate.
3. Assist with proper maintenance of organizational documents in Central Files and the Archive Room in accordance with CCHN's records retention policy and procedures.
4. Assist the Human Resource and Operations Director with; recruiting efforts, interviewing and hiring process, job descriptions, onboarding, offboarding, triannual performance process, managing company professional development plan, employee trainings, benefit enrollments and related policies and procedures.
5. Maintain confidential filing systems for Human Resources.
6. Conduct HIPAA and records retention audit annually, following guidelines, procedures and policies.
7. Support the IT inventory process, annual IT and office equipment audit by following policies, procedures and guidelines.
8. Assist with development and revision of internal policies and procedures related to HR and internal operations.
9. Assist company Fire Warden and liaison with the property management firm.
10. Manage employee parking and building access including tracking of employee and visitor parking access and expenses.
11. Participates actively in evaluation of new processes to improve efficiency and meet high standards.
12. Serve as back up for CCHN triannual meetings, which may include; assisting with coordination, planning, document preparation, registration and membership follow-up.
13. Serve as back up for Administrative Assistant.
14. Report 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.
15. Perform related responsibilities as assigned and required.

**Desired Qualifications:**

Associates degree or equivalent experience.  
Strong skill set in time management, customer service and problem resolution.  
Two years of experience with basic HR, office procedures, and daily business operations.  
Ability to work with minimal supervision and maximum accountability.  
Demonstrated ability to work with confidential information.  
Excellent computer skills, particularly with Microsoft Office, including Word, Outlook and Excel.  
Experience with basic maintenance and repair of various types of office equipment a plus.  
Ability to work as a team member and work effectively with diverse people.

Demonstrated awareness of, and value for, cultural competence.  
Fluency in written and spoken English.  
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 Administrative Assistant will be responsive to and respectful of member needs, display sound judgment, 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 generous benefits, a casual work environment, and a competitive salary (DOE).

**Category:** Part-Time – Approximately 24hrs/week, Non-Exempt

**Responsible to:** HR and Operations Director

**Supervises:** N/A

**Hiring Range:** \$ 22.00 - \$24.00 per hour

**Job Description Effective Date:** March 2018

**Candidates should email cover letter and resume to:** [humanresources@cchn.org](mailto:humanresources@cchn.org)