

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

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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 support, coordination, and implementation of various programs in the Health Center Operations Division (HCOPS).

**Responsibilities:**

1. Provide support for the coordination, planning, material preparation, registration, logistics, and follow-up for HCOPS and partner events, trainings, meetings, and conference calls.
2. Assist in the 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; and the Community Health Center All Sites List.
3. Assist with grant funded projects including deliverable tracking, data collection, and reporting.
4. Provide administrative support to the board committees and CHC peer groups managed by HCOPS, including the Strategic Data Committee (SDC), Strategic Workforce Committee (SWC), Colorado Operations Directors Advisory Network (CODAN), Human Resources Advisory Network (HRAN), Development Director peer group, and the Corporate Compliance Peer Group (CCPG). Takes and prepares minutes for committee meetings and conference calls as needed and assure minutes are edited and distributed in a timely manner.
5. Participate in CHC recruitment efforts by writing blog entries for MissionDrivenCareers.org, workforce recruitment e-newsletter, and social media posts.
6. Manage and maintain the HCOPS Division web site content.
7. Collaborate with HCOPS staff and CCHN partners in the coordination and attendance of, and presentations at CHC recruitment fairs, networking events, and student presentations.
8. Write articles and briefs for CCHN communications, including the newsletter and the member email update.
9. Represent CCHN at events, conference calls, meetings, and training sessions as requested.
10. Communicate with the state and national loan repayment agencies to ensure loan repayment information is provided to CHC staff, in collaboration with the Workforce Specialist. Coordinate project management, distribution of information, evaluation, and recommendations for CHC staff applicants for state loan repayment.
11. Assist in the coordination, use, development, and report generation from CCHN's TACTIC database (a database that aggregates technical assistance provided by CCHN staff).
12. Assist with research and issue analysis as assigned.
13. Respond professionally and provides high quality customer service to CHC members, partners and the general public.
14. Operate and creates content in various computer programs, including: Outlook, Excel, Word, Adobe, Access, WordPress, and Mail Chimp.
15. Provide back-up for CCHN telephone, mail duties, and photocopying.
16. Participate actively in cross-functional teams as assigned/appropriate.
17. Assume other responsibilities or duties as assigned.
18. 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.

**Desired 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.

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

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

**Compensation Range:** \$19.50 to \$22.50

**Responsible to:** Health Center Operations Division Director

**Supervises:** N/A

**Job Description Effective:** November 2019

**To Apply:** Please email the following to Sarah Macrander at [smacrander@cchn.org](mailto:smacrander@cchn.org):

1. Cover letter
2. Recent resume with all relevant qualifications/history
3. 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 requires data collection, data entry, quality assurance, and report generation. Please describe your most recent experience using Excel to collect and analysis data, and then prepare 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.