



COLORADO COMMUNITY HEALTH NETWORK (CCHN) Health Center Operations Coordinator

To Apply:

Please email your resume and a cover letter describing your interest in the position and any relevant experience to Kim Moyer at kmoyer@cchn.org with "Health Center Operations Coordinator" in the subject line. Only applicants who submit both a resume and a cover letter following these instructions will be considered.

Job Title: Health Center Operations Coordinator

Division: Health Center Operations (HCOPS)

Reports to: Health Center Operations and Data Manager

Supervises: N/A

Category: Full-time, Non-exempt

Date: December 2022

Purpose of Position: The Health Center Operations Coordinator is responsible for coordinating and implementing projects for CCHN to support training and technical assistance to Colorado Community Health Centers (CHCs) The ideal Health Center Operations Coordinator is self-motivated, detail-oriented, able to manage multiple tasks, and work with diverse people.

Essential Duties/Responsibilities:

1. Coordinate collection, entry of data, analysis, report generation, and quality assurance checking for annual data projects and special data projects, with direction and support from Health Center Data and Operations Manager and other HCOPS staff.
2. Support CCHN's sponsorship and group purchasing organization work through data entry, analysis, report generation, and assisting with collection of necessary documents from partners and CHCs, with direction and support from the Senior Manager, Health Center Operations.
3. Provide support in the development and implementation of an annual technical assistance and training survey, including the related tracking and analyzing of data within the CCHN's training and technical assistance database and grant tracking tools.
4. Coordinate trainings, webinars, meetings, and other events to maximize technical assistance and resources offered to CHCs. This work would be done with the direction from and in collaboration with other CCHN staff and occasional partners, and includes:
 - a. Handling all logistics for in person or online trainings, including meeting space, catering, material generation, marketing for the events, and registration,
 - b. Arranging for speakers or other presenters, including drafting speaker agreements, following up to ensure deliverables are met, and processing of any related invoicing, and
 - c. Completing post-training work around evaluation, archiving and sharing of any materials, and coordinating with other staff to complete any follow-up requests.
5. Provide technical assistance and disseminate appropriate information on the Health Center Program Requirements, funding opportunities, and associated CHC programs, including the Federal Torts Claims Act (FTCA) and 340B programs, in coordination and at the direction of other HCOPS staff.
6. Enhance, maintain, promote, and ensure the ongoing quality of CCHN's website content, including all content related to work performed by HCOPS and the CHC Online Map.

7. Write, disseminate, and track letters of support provided to CHCs and partner organizations, in collaboration with the Health Center Data and Operations Manager.
8. Provide administrative support to the Corporate Compliance Peer Group (CCPG), as well as other CCHN board committees, CHC peer groups, and the internal teams managed by HCOPS, including taking minutes, sharing materials, and assisting with scheduling.

Other Duties/Responsibilities:

1. Provide administrative support as requested, including providing coverage for CCHN's internal operations as requested.
2. Represent CCHN at meetings, webinars, and conferences with CHC members, and in meetings with national, state, and local partners.
3. Participate in and lead activities of internal committees such as the Events Team, the Cultural Humility and Awareness Team, Wellness Committee, peer groups, and ad hoc teams as approved.
4. 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.
5. Assume other responsibilities as assigned.

Note: Employees are held accountable for all duties of this job.

Job Qualifications:

1. Demonstrated ability to work with customer/client groups and/or experience in membership organizations.
2. Demonstrated ability to build rapport and increase knowledge of an audience when imparting complex information.
3. Ability to work effectively as a team member and with diverse people.
4. Ability to process and organize facts and data to define a problem and develop effective solutions.
5. Ability to travel, with a valid Colorado driver's license and a willingness to use personal vehicle on occasion for in-state travel (less than 10% of time).

Knowledge, Skill, and Ability:

1. Proficient in Microsoft Office, Microsoft TEAMS, and ZOOM software.
2. Ability to analyze, organize, and evaluate data.
3. Fluency in written and spoken English.
4. Experience facilitating meetings and trainings preferred.
5. Possess technical and analytical writing skills and the capacity to deliver information that is accessible to a diverse audience, including technical and non-technical groups.
6. Strong planning and implementation skills, with the ability to work with minimal supervision and maximum accountability.
7. Demonstrated awareness of, and value for, cultural competence.
8. Ability to thrive in a complex and rapidly changing environment.

Training/Education: Bachelor's degree or Associate's degree, or equivalent experience.

Experience:

1. At least two years of experience in a professional work environment required, with preference for professional work experience in data collection, analysis, and presentation using Microsoft Excel.
2. Preferred experience in handling logistics for in-person and virtual events.

3. Preferred experience in the areas of health care, public health, or Federally Qualified Health Centers

Working Environment and Physical Activities

1. Hybrid office environment with up to 80% remote work.
2. Occasional day trips and travel requiring staying overnight for multiple days in a row to attend meetings, conferences, and trainings in Colorado and nationwide.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Position Salary Range: \$23.50 - \$25.50 per hour depending on experience.

Benefits: CCHN provides a comprehensive benefits package that includes:

1. Insured group health, dental, & vision plans
2. Medical and dependent care flexible spending account options
3. 401k retirement plan with an employer contribution match
4. Life, AD&D, and Long-term disability plans paid for by employer
5. Free 24/7 access to confidential resources through an Employee Assistance Program (EAP)
6. Voluntary benefit plans to complement health care coverage including accident insurance, critical illness, and short-term disability
7. A generous mix of vacation, sick, and holiday paid days off.

This position is open until filled.