OLYMPIC COMMUNITY OF HEALTH

Job Description

Position: Community Program Coordinator (2 positions available)

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

Closing Date: Open until filled

Salary: $70,000-$85,000 annually

Reports To: Executive Director

Instructions: Please email a resume and letter of interest to och@olympicch.org

Overview

Olympic Community of Health is hiring two Community Program Coordinator positions. Specific projects and job duties will be assigned based on the skills, interests, and qualifications of final candidates. While no one candidate will possess every quality outlined for these positions, we encourage applicants to express an interest even if you are not an exact match.

In these positions, you will work with a collaborative team and dedicated partners to improve health and address equity through partnerships across the Olympic region. We are looking for organized, creative, and proactive candidates to advance the mission of Olympic Community of Health (OCH).

Examples of projects these positions will lead:

- Address and reduce stigma of substance use disorders through community education, youth engagement, and policy/systems change.
- Partner with schools and colleges to create pathways to address local health workforce shortages.
- Monitor, update, and innovate an online “data hub” of quantitative, user-friendly, regional health data to inspire partners to better understand and represent the region through data.
- Facilitate partnerships between community and clinical services to bridge health and services gaps.
- Partner with hospitals and community organizations to improve access to appropriate housing for those transitioning out of care.

About Us

Olympic Community of Health serves as a supportive backbone organization that creates opportunities for collaboration across Clallam, Jefferson, and Kitsap counties, and seven Tribal nations. We bring together partners in creative ways to strengthen how we care for our communities. We address health issues that are community-informed and community-led. We are Olympic region partners serving Olympic region community members.
Our **strategic plan** guides our efforts to address long-term, affordable, quality housing; access to the full spectrum of care, assuring that individual needs are met timely, easily, and compassionately; and addressing substance use disorders.

Please visit [http://www.olympicch.org](http://www.olympicch.org) to learn more about our organization and current work.

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<thead>
<tr>
<th>Mission</th>
<th>Vision</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>to solve health problems through collaborative action</td>
<td>a healthier, more equitable three-county region</td>
<td>to tackle health issues no single sector or Tribe can tackle alone</td>
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**Essential Job Functions**

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

- **Community Connector**: Proactively connect and facilitate new and existing partnerships across the region among a diverse range of organizations and tribes to collectively improve health outcomes for all community members. Build trust and relationships through consistency and dependability.
- **Storytelling**: Creatively share stories of the work in action. Organize ideas through clear and understandable language, persuasive graphics, and simplicity. Create spotlights and reports of partner successes and innovations to catalyze change throughout the region and beyond.
- **Creative Problem Solving**: Collaborate with teammates and partners to come up with new and unique solutions to problems. Make connections among previously unrelated notions and add value in brainstorming settings. Probe a variety of sources for answers and utilize analytical skills to get to solutions.
- **Data & Analytics**: Analyze qualitative and quantitative data with integrity. Translate key takeaways for a general audience. Present information in ways that are universally understandable or easy to interpret and spot patterns, trends, and correlations.
- **Move Work Forward**: Deploy a variety of strategies to continually advance the work. Seize opportunities and proactively identify innovations. Facilitate processes that create or maintain momentum.
- Other duties as assigned.

**Required Knowledge, Skills, and Abilities**

- **Communication**: Possess highly effective written and oral communication skills. Write reports and contribute to other published materials. Our team frequently works in separate locations, so frequent, clear, and proactive communication through a variety of platforms is expected.
- **Teamwork**: Contribute to a healthy and positive work environment by leaning into conflict, recognizing the individualism of each team member, celebrating differences, taking responsibility for oneself, and being open to new ideas and expanding on original ideas.
- **Project & Time Management**: Plan and manage time effectively and efficiently. Work independently and with teammates to manage a portfolio of projects. Create project
milestones and timelines, complete required reporting, coordinate and facilitate meetings, and proactively communicate regarding project status, including setbacks and challenges.

• **Ethics and Integrity**: Earn the trust, respect, and confidence of teammates and partners through consistent candor, cultural humility, and professionalism.

• **Equity and Community Engagement**: Commit to collaboratively advancing a pro-equity agenda and lifelong learning about equity and social justice principles and practices and understanding of the effects of place-, race- and policy & systems-based inequities on marginalized communities. Work with community & Tribal partners in a two-way exchange of information, ideas, and resources to co-create solutions.

• **Financial Stewardship**: Make the best use of public dollars and scarce OCH resources by exercising frugality and requesting purchases only when they are reasonable and necessary to the work of the OCH, considering all alternatives before purchase requests are made.

• **Technology**: Utilize a variety of platforms to organize and support projects including Microsoft Suite, Zoom, Tableau, Slack, and Adobe. While proficiency in all platforms is not required upon hire, a willingness and comfort to learn new technologies is expected.

**Values**

These values guide our work and inspire team efforts and activities.

• **Mission.** We are motivated by the collective vision of **healthy people, thriving communities**. We choose to work here because we are committed to prioritizing community health needs by cultivating connection, place, empowerment, and well-being.

• **Equity and Cultural Humility.** We approach our work through an equity lens and understand that doing so is critical in doing our part to dismantle systematic oppression. We touch the ground often to ensure we are elevating the voices of our community and actively encouraging those experiencing racial, social, and economic injustices to co-create regional health goals.

• **Lifelong Learning.** We focus on self-reflection and are receptive to constructive feedback. We are aware that personal growth can be difficult and non-linear, and that there are lessons to be found in our mistakes and our successes. When we face challenges in our work, we are empowered to seek and receive solution-based support.

• **Integrity.** Team members make thoughtful decisions and take intentional actions grounded in honesty. When mistakes occur, we attempt to rectify them in ways that are both principled and productive.

• **Camaraderie.** We nurture a sense of belonging and create courageous spaces to build trust by honoring individualism and treating each other with respect. We welcome joy, spontaneity, and laughter in the workplace, and believe camaraderie is the fuel that energizes us to do the right work.

• **Balance.** We believe that to be our best selves and to do the right work, we must recognize and value that life is bigger than our work. We incorporate healthy behaviors including activity and mindful practices into our workdays and take the time needed for self-care.

• **Intentionality.** We invest our time and resources wisely to produce high quality work, putting the needs of the organization and the Olympic region above personal pride. When making decisions we balance transparency, responsiveness, and inclusion with time sensitivity, the capacity of others, and consideration of external impact.
• **Environment.** We take a broad view of health to include the health of our environment. Team members make conscious and respectful decisions to preserve and protect the precious natural resources of the community.

**Compensation & Benefits**
Learn more about benefits by reviewing the [OCH Employee Handbook].
• Full-time, exempt positions (not eligible for overtime pay).
• 10 paid holidays, 1 personal holiday, 12 days paid vacation, and 12 sick days per year.
• 100% coverage for the employee for medical, dental, vision and life plans. Plans also available for dependents.
• OCH contributes 4.75% of employee salary to a retirement plan.
• Flexible schedules and teleworking are a part of the culture. Full-time staff aim to work 4 days per week.

**Other Requirements**
• Performance of job duties requires frequent travel throughout Clallam, Jefferson, and Kitsap counties. A valid Washington State driver’s license, the use of the incumbent’s personal motor vehicle, and appropriate auto insurance is required.

**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.
• Work is performed primarily indoors. Remote work is available throughout the week, and we have office space in Port Hadlock. The full team typically works from the office on Thursdays.
• Because of our focus on building relationships and partnerships, there is frequent travel throughout Clallam, Jefferson, and Kitsap counties.