OLYMPIC COMMUNITY OF HEALTH

Job Description
Position: Operations & Events Coordinator
Status: Part-time (15-25 hours per week), non-exempt, with benefits
Open Date: December 1, 2022
Closing Date: Open until filled
Salary: $31.25-$36.00 per hour
Location: Port Hadlock, WA (with remote work available throughout the week)
Instructions: Please send a cover letter and resume to OCH@olympicch.org

Position Summary
This position is an exciting and rewarding opportunity for an Operations & Events Coordinator who is passionate about improving health through partnerships in the Olympic region (Clallam, Jefferson, and Kitsap counties). We are looking for a detail-oriented, organized, and proactive individual to support daily operations including day-to-day financial operations, general office management, event management and logistics, and program coordination.

Olympic Community of Health has a culture of collaboration balanced with autonomy. There are often opportunities for growth and staff are encouraged to pursue professional development and training opportunities. This job provides opportunity to learn more about the health of the region and to support the important work of partners and improve lives of local communities.

Reports to: Operations Manager

Our Story
Olympic Community of Health is a non-profit organization that serves Kitsap, Clallam and Jefferson counties and the sovereign nations of the Hoh, Jamestown S’Klallam, Lower Elwha Klallam, Makah, Port Gamble S’Klallam, Quileute, and Suquamish Tribes. We work with a diverse group of Tribes and health-serving partners to improve individual and population health and advance equity by addressing the determinants of health.

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<tr>
<th>Purpose</th>
<th>Vision</th>
<th>Mission</th>
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<tbody>
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<td>to solve health problems through collaborative action</td>
<td>a healthier, more equitable three-county region</td>
<td>to tackle health issues that no single sector or Tribe can tackle alone</td>
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Please visit http://www.olympicch.org for more information on our organization.
**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 in an effort to preserve and protect the precious natural resources of the community.

**Benefits**
This position is part-time (approx. 15-25 hours per week) and non-exempt (eligible for overtime pay). Below is a summary of benefits and candidates can learn more by reviewing the [OCH Employee Handbook](#).

- 10 paid holidays and 1 personal holiday, commensurate with part-time employment.
- Part-time employees accrue 4 hours of vacation and 4 hours of sick pay per month.
- Partial coverage for the employee for medical, dental, vision and life plans. Coverage available for dependents.
- Flexible schedules and telework are a part of the culture. Most staff members work four days per week.
Essential Job Functions
In this position, you will be a key team member, with responsibilities in the following main areas:

- **Convening & Event Management**: Coordinate a variety of meetings, learnings, and events throughout the region. This includes oversight of a calendar of events, arranging for venues, organizing supplies and food, collaborating with OCH program staff to finalize agendas and promote events, oversee smooth execution of meetings, and gather feedback from participants to improve for the future.

- **Governance**: Provide support to the Executive Director to ensure Board of Director and committee meetings are organized and well-executed. Prepare meeting minutes and organize supplies and meeting documents.

- **Office Operations**: Collaborate with teammates to ensure operations that support employee productivity and engagement including: Manage inventory of office supplies, furniture, and spaces; Maintain general organization and efficiency of office operations; Complete day-to-day office duties such as checking the mail, supporting financial operations, etc. ).

- **Program Support**: Maintain an understanding of Olympic Community of Health programs and initiatives by participating in team meetings and collaborating with teammates. Provide support to program staff as needed including backup support for care coordination activities, taking notes at meetings, support internal and external communications, and program implementation. Develop and maintain positive working relationships with regional partners.

- Other duties as assigned.

Requirements

- Two years of related work experience. Experience in the non-profit sector, community health, or health care field is preferred.

Required Knowledge, Skills, and Abilities

- **Project Management**: Marshal resources (people, funding, material, support) to get things done. Orchestrate multiple activities at once to accomplish a larger goal. Use resources effectively and efficiently. Break down work into process steps while keeping the big picture in mind. Monitor process, progress, and results.

- **File Management & Tracking**: Arrange information and files in a useful, organized, and efficient manner. Develop and maintain efficient and effective tracking systems.

- **Problem Solving**: Ability to prioritize, multi-task, and focus when working independently and problem-solve when needed. Willingness and ability to adapt to a variety of different work environments.

- **Communication**: Possess highly effective written and oral communication skills. Frequent, clear, and open communication through a variety of platforms including email, Slack, and phone.

- **Teamwork**: Work effectively with teammates, partners, and contractors. Understand perspectives and abilities where individual goals may differ. Contribute based on
assessment and personal level of experience or expertise. Possess a willingness to learn new content and skills to support team goals.

- **Time Management**: Plan and manage time effectively. Make effective decisions and take appropriate action within short timeframes and deadlines. Anticipate and adjust for problems and roadblocks.

- **Ethics and Integrity**: Earn the trust, respect, and confidence of internal and external partners through consistent candor, cultural humility, and professionalism in all interactions.

- **Equity and Community Engagement**: Commit to collaboratively advancing a pro-equity agenda and 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 partners to exchange information, ideas, and resources to co-create solutions.

- **Financial Stewardship**: Exercise financial responsibility by making the best use of public dollars and scarce OCH resources. Be frugal and thoughtful when making purchases and executing contracts. Adhere to and comply with all purchasing and contract requirements.

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

**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 at our offices in Port Hadlock, and some remote work with frequent travel to attend meetings throughout Clallam, Jefferson, and Kitsap counties.