

OLYMPIC COMMUNITY OF HEALTH

Job Description

Position: Program Coordinator

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

Re-posting Date: September 21, 2021

Closing Date: October 7, 2021

Salary: \$60,000-\$70,000 per year

Location: Port Hadlock, WA (with remote work available throughout the work week)

Instructions: Please send the following to och@olympicch.org. **Previous applicants need not re-apply.**

- 1.) Cover letter
- 2.) Resume
- 3.) Writing sample for which you were the primary author

Position Summary

This position is an exciting and rewarding opportunity for a Program Coordinator who is passionate about improving health in the Olympic region. We are looking for a creative, organized, and solutions-oriented teammate. An ideal candidate has experience in research and reporting, along with a strong ability to engage community partners through innovative projects to advance Olympic Community of Health's mission. Olympic Community of Health is a small, collaborative team of high performers working in an entrepreneurial environment.

Reports to: Program 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 partners including primary and behavioral care providers, community-based organizations, public health districts, and state agencies to improve individual and population health and advance equity by addressing the determinants of health.

Healthy People, Thriving Communities		
Purpose	Vision	Mission
to solve health problems through collaborative action	a healthier, more equitable three-county region	to tackle health issues that no single sector or Tribe can tackle alone

Please visit <http://www.olympicch.org> for more information on our organization and to see examples of reports and other work.

Values

- **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 through cultivating connection, place, empowerment, and well-being.
- **Equity and Cultural Humility.** We approach our work with 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.

Essential Job Functions

The responsibilities of this position overlap a variety of established programs and projects in the following main areas. More opportunities and responsibilities will arise as future programs and projects take shape.

- **Project Management:** Work closely with Program Manager and teammates to manage a portfolio of projects. Complete reports, track and organize project milestones, and collaborate with colleagues to effectively meet deadlines.
- **Data, Reporting, and Research:** Draft reports and other documents as needed to support projects. Research topics, find and embed relevant data sources, and organize team contributions to efficiently meet deadlines. Complete some data analysis, use excel, and assist creating data visuals.
- **Strengthening Partnerships:** Enhance partner relationships by contributing to event planning, convenings, and committee meetings. Coordinate and facilitate engaging and collaborative meetings. Develop and strengthen partnerships with organizations, providers, Tribes, and state partners.
- Other duties as assigned.

Requirements

- Two years of related work experience. Experience working in a non-profit, community health, or health-care field preferred.
- At least a bachelor's degree in a related field.
- OR, an equivalent combination of education, experience and professional certification may be qualifying provided the individual's background demonstrates required knowledge and abilities.

Required Knowledge, Skills, and Abilities

- **Subject Matter Expertise:** Ability to gain knowledge of and maintain continued attention to principles, practices, and trends in health and healthcare, including physical and behavioral health, and the ways community support services impact the health outcomes of a population by addressing local determinants of health. Research content from reliable sources and synthesize findings to support projects.
- **Communication:** Possess highly effective written and oral communication skills. Write reports and contribute to other externally published materials. Our team often works in separate locations. Frequent, clear, and open communication through a variety of platforms including email, Slack, and phone is expected.
- **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 as they support team goals.
- **Time Management:** Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.
- **Ethics and Integrity:** Earn the trust, respect, and confidence of internal and external partners through consistent candor, cultural humility, and professionalism in all interactions. Uphold the organization's values in all activities.
- **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 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 extent possible, keep request in alignment with Olympic Community of Health's budget, and all other applicable policies.
- **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.

Compensation & Benefits

- Full-time, exempt position.
- 10 paid holidays, 1 personal holiday, 12 days paid vacation and 12 sick days per year.
- Full coverage for employee medical, dental, vision, and life plans.
- Flexible schedules and telework are a part of the culture.

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.
- Proof of full COVID-19 vaccination is required upon hire (full vaccine is defined as two weeks after the final shot).

Work Environment and Location

- Work is performed primarily indoors at our office in Port Hadlock, partner locations, and some remote work with frequent travel to attend meetings throughout the Clallam, Jefferson, and Kitsap counties.
- Infrequent travel outside of the Olympic region.