



Position: Operations Administrator- Telluride

Direct Supervision: Co-Executive Director of Operations

Status: Hourly - Non-Exempt

JOB SUMMARY:

Under the general direction of the Co-Executive Director of operations, the Operations Administrator will be responsible for general office operation and provide financial management support. Duties will include greeting visitors, answering incoming phone calls, monitoring incoming email correspondence, purchasing office supplies, taking proper inventory, planning and coordinating events, and developing organizational processes and systems. Financial support responsibilities will include billing, accounts payable, expense report and credit card purchase validation, deposits, payroll processing, and monthly grant spend down reporting.

DUTIES AND RESPONSIBILITIES:

May include the following, and other duties as assigned.

1. Manage day-to day office operations that include creation of office policies and procedures and ensuring team member compliance, developing an inventory monitoring system, purchasing office supplies and equipment, organizing the supply room, and tracking equipment inventory.
2. Greeting visitors, answering incoming phone calls and providing exceptional service to our clients.
3. Manage TCHN info@email account and refer inquiries to appropriate departments
4. Work in coordination with marketing team to robustly promote TCHN activities and services.
5. Coordinate travel, including flight, hotel, and car rental reservations.
6. Support Board management, including scheduling, taking minutes, preparing reports, and responding to Board Member requests and inquiries.
7. Schedule meetings and appointments; provide reminders to staff when important events are upcoming.
8. Organize and document office operations and procedures; ensure these procedures are being followed by staff.
9. Financial support including accounts payables/receivables, credit card reporting, purchasing and expense reports.
10. Provide payroll support to ensure appropriate grant coding.
11. In conjunction with the financial branch of TCHN, assist in providing monthly spend down

and grant reports.

12. Coordinate facilities management and improvements
13. Maintain relationships and contracts with office building management and various vendors to ensure operational functionality.
14. Assist in the planning, organizing, securing food, etc. of in-house or off-site activities such as trainings, conferences, and celebrations
15. In coordination with marketing, organize and staff farmer's market promotional booths
16. Other duties as required to ensure the success of the programs and Network.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- A bachelor's degree or equivalent.
- Prior office management experience.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Experience with financial management
- Experience managing budgets
- Experience with processing payables and receivables
- Ability to meet deadlines, manage multiple projects at one time, and prioritize tasks
- Strong written and verbal communication skills
- Exceptionally detail-oriented and organized
- Flexible, adaptable, organized, energetic, creative, optimistic team player with a willingness and ability to work independently

SKILLS AND QUALIFICATIONS:

- Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence).
- Must have exceptional aptitude for computers and working with various software and be proficient in MS Word, MS Excel.
- Good knowledge of the surrounding community; program policies; and some knowledge of health care systems.
- Willingness to work flexible hours (some nights/weekends).
- Valid driver's license with reliable transportation and ability to occasionally travel
- Must meet physical requirements: While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is required to use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish/English) preferred
- Resident of the community for the past two years.
- Knowledge and experience working in/with clinical or social service agencies in rural communities.
- Experience working with disadvantaged populations.

- Experience in the health or health care sector

PERSONAL ATTRIBUTES:

- Must possess demonstrated ability to relate to individuals and families of varied ethnic, cultural backgrounds, ages and economic circumstances. Trusted member of the community and ability to make new and lasting connections.
- Ability to maintain client/patient confidentiality
- Ability to work in a fast-paced environment and is able to communicate educational and prevention messaging to a variety of populations.
- Strong work ethic, self-motivated, and collaborative style
- Change agent demeanor; must be a flexible thinker, with an ability to quickly adapt to a changing environment
- Ability to exercise forethought; to look ahead and anticipate events
- Excellent critical thinking and problem-solving skills

PAY RANGE:

- \$21.63-28.85 hourly based on experience

BENEFITS:

104 hours vacation annually, 96 hours paid holiday, and up to 48 hours sick pay, 100% paid employer-sponsored medical and dental insurance premium after 90 days. and up to a 3% match IRA with immediate vesting, flexible spending account, employee referral program, mental health wellness program, and continued professional development opportunities.

DIVERSITY, EQUITY, AND INCLUSION:

Tri-County Health Network is a nonprofit organization committed to collaborating with our communities to improve healthcare for everyone. Diversity, Equity, and Inclusion is at the core of our mission and work in the region.

OTHER:

Requires regular local and regional travel. May require statewide and national travel. Must have reliable transportation to travel as needed and comfortable traveling in inclement weather. Valid driver's license and car insurance required. Ability to work a flexible schedule including evenings and weekends, as applicable.

POSITION LOCATION:

Primary location in TCHN's Telluride Office. First 30 days required on site. A minimum of 3.5 days required in the office following 30-day introduction. Minimal travel required for training and team meetings. *No relocation assistance available.*