

WASATCH HOMELESS HEALTH CARE, INC.

POSITION POSTING

Position Title: Office Manager
Department: Administration
Supervisor: Chief Executive Officer
Status: Full time (40 hours per week.)
Amount of Travel: Limited local travel

Organization Overview

Wasatch Homeless Health Care, Inc., (WHHC) dba Fourth Street Clinic, Salt Lake's leading nonprofit healthcare provider for homeless Utahans that operates with a staff of 60 and a volunteer network of more than 150. Annually, the clinic serves 5,100 homeless men, women and children with 32,000 primary care, mental health, substance abuse, dental, specialty care and case management visits. Fourth Street Pharmacy dispenses 60,000 medications. By increasing homeless Utahans' access to primary care, Fourth Street Clinic is a major partner in ending homelessness, promoting community health, and achieving across-the-board health care savings.

Summary of Core Responsibilities:

- Provide administrative support to CEO, leadership team and Board of Directors
- Supports Consumer Advisory Board
- Serve as primary liaison for administrative, facilities and IT contractors
- Participate in procurement and management of supplies and for special projects
- Manage organizational documents and renewals of required licensures/inspections
- Supports organizational compliance efforts and continual operations improvement
- Participates in and/or supports special projects and workgroups
- Run limited errands
- Supervise staff, as determined

Qualifications

- 3 - 5 years' experience in administrative support positions; preferably in nonprofit
- Commitment to serve the homeless community
- Embrace organizational values
- Proficient in MS Office
- Exceptional written and verbal communication skills
- Good business acumen
- Ability to work autonomous and/or on a team
- Detailed focused and highly organized
- Excellent problem-solving skills
- Ability to think critically
- Ability to influence others and manage change
- Four-Year degree preferred

No phone call; please send cover letter, resume and writing sample to job@fourthstreetclinic.org