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 Utahan’s 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 manage change
• Four-Year degree preferred

If interested, please send resume and cover letter to: jobs@fourthstreetclinic.org No phone calls please

Fourth Street clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as covered veteran in accordance with applicable federal, state and local laws. Fourth Street Clinic complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Fourth Street clinic expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fourth Street Clinic employees to perform their expected job duties is not tolerated.