



Reputable Community Healthcare Clinic seeks Full Time Administrative Coordinator

Join an organization which is respected and well loved by the Community we serve!

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary medical and dental care within a broad array of services - including prenatal, a teen center, all ages dental care, mental health, nutrition health services - that help our patients' live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish speaking patients.

AMC's Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 18!

What you will do at AMC:

The Administrative Coordinator provides administrative and task support to AMC's CEO and management team. This task-oriented position provides varied project coordination to allow AMC to meet its mission by performing the following responsibilities:

- Assists CEO in preparing for and following up with Board of Directors (BOD) and BOD Committee meetings, including assisting with agenda, prepares, and distributing monthly BOD packet support materials, takes and prepares written minutes of meetings, virtual or in-person room set up, and coordinating all meeting preparation including electronic and phone conference set up;
- Working under direction of CEO, plans events or meetings of the Board and ensures that all necessary support and arrangements are provided;
- Supports BOD calendar and keeps stakeholders informed of meetings and AMC's directive actions;
- Attends selected AMC Health Center meetings and provides meeting notes to meeting leader, may also provide support for setting up meetings including calendar invites;
- Serves as point person for AMC's facilities including arranging required inspections, meeting with officials for inspections, estimates, reviews that will often also include other AMC technical experts. Flows information to applicable AMC staff for timely decision-making; project manages facilities tasks as directed by supervisor or other supervisors;
- Orders and distributes AMC non-clinical supplies, ensuring AMC gets best price and quality and tracks inventory and budget accordingly;

- Accepts and implements special projects and tasks according to timelines approved by CEO and keeps supervisor apprised of progress;
- Processes AMC postal mail and distributes; coordinates and monitors email, calendar, appointments, task management list and activities of AMC's management team and BOD;
- Delivers cash to bank when required;
- As directed, initiates and creates letters, memos, emails, or other documents by or for AMC management team and BOD;
- Assists with website, outreach, and social media related projects;
- Other duties as assigned.

The Administrative Coordinator at Alliance Medical Center has the following qualifications and skills:

- At least 2 years related Administrative Assistant experience and/or training; Associate's degree or equivalent from two-year College or technical school required; Bachelor's degree preferred; or equivalent combination of education and experience;
- Competence with Microsoft Office, Internet and database software; typing 55 wpm or higher;
- Accurate and timely task completion; pride with attention to detail;
- Values and has positive skills working in teams;
- Demonstrated ability to use time management and task management skills and maintain confidentiality and professionalism;
- Demonstrated computer competence with Microsoft products, Internet, web-search platforms;
- Willingness and ability to learn additional skills as required;
- Excellent interpersonal and communications skills, both verbally and in writing;
- Displays professional demeanour in appearance and actions;
- Is culturally competent and approaches all persons internal and external to the organization in a tactful manner and treats others with respect and consideration regardless of their status or position.

Work Schedule:

This position is expected to work onsite and is not remote.

How to apply:

Please email your resume to hr@alliancemed.org or fax resume to (707) 385-2148.

COVID-19 considerations

AMC strongly adheres to CDC requirements and our Infection Control policy and procedure. We have compliant workflows to screen employees and patients before entering our facilities. AMC is committed to closely monitoring staff safety and ensure social distancing measures.

Alliance Medical Center is an Equal Opportunity Employer. No third party recruiters please.