



Sisters of St. Joseph of Carondelet

St. Paul Province

Clinic Office Coordinator

32 hours per week. Benefit eligible for medical, dental, life, long term disability, PTO, sick time, retirement and free parking.

\$22.00 – \$25.00 per hour.

Please send resume or request for application to apply@csjstpaul.org

POSITION SUMMARY:

This position provides overall office coordination for St. Mary's Health Clinics (SMHC) operations. This includes responsibility for establishing efficient operations, policies and procedures, financial and functional oversight of office equipment and supplies, clerical support for leaders and general staff, basic bookkeeping skills and general office communications and correspondence.

DUTIES & RESPONSIBILITIES:

- Develop, implement, and maintain effective administrative processes, policies and procedures that ensure safety, quality care, process improvement and are cost-effective in the office and clinic setting.
- Responsible for office operations and monthly department expenses and accounts payable in partnership with the finance department.
- Provide administrative support for executive director, board of directors, leadership and staff as needed.
- Maintain office equipment, supplies and other inventory needs.
- Serve on committees or special projects as needed.
- Maintain and update roster of staff contact information.
- Maintain tracking system for donor receipts and donor communications.
- Participate in special events or activities for staff and external work-related events.
- Other responsibilities as assigned.

QUALIFICATIONS / SKILLS / EXPERIENCE:

Minimum two-year degree with office management/coordinator experience. Non-profit experience preferred. Detail oriented with strong organizational skills. Ability to multi-task in a busy office environment. Previous project work, including process improvement. Communicate effectively to team members, community stakeholders, Board of Directors, patients and families through various media. Professional use of social media.

Equity Statement Purpose

The CSJ Charism of unifying love affirms the inherent value of all people and all life within the earth community. Together we build a community that encourages, celebrates, and moves always toward diversity and accountability in all our practices. This is our collective work.

To this end, the CSJ Community works for equity and inclusion within and beyond the CSJ Community. We join with others and welcome others to join us, as we hold each other consistently accountable and live out our mission of *moving always toward profound love of God and love of neighbor without distinction.*