



Operations Coordinator

Arlington Free Clinic is a community-based nonprofit organization committed to advancing health equity by providing free, whole-person healthcare for our neighbors who would otherwise lack access. We offer comprehensive services onsite including primary and specialty care, behavioral health, and dental care. Our core values define the spirit with which we carry out our work and include respect, integrity, equity and inclusion, innovation, compassion, collaboration, and passion.

About This Position

We are seeking a dynamic, well-organized, team-oriented individual to join our operations team. The **Operations Coordinator** will work hands on across the Clinic to support facilities, office management, and IT, and other key business functions. This is a great opportunity to work in a team environment, interact with all levels of the Clinic staff, volunteers, and the public to contribute to this mission-driven organization. The ideal candidate must have a proven background and willingness to work in an atmosphere requiring flexibility and change and experience in supporting facilities, office management operations, IT, and other business needs.

Key Responsibilities

- Monitor facility throughout the day ensuring systems are in working order and that any minor maintenance needs are captured and acted upon accordingly.
- Lead and manage office supply ordering, inventories, and distribution.
- In partnership with the Data Systems and Business Manager, ensure facility work orders are addressed in accordance with agency procedures.
- Manage Clinic's equipment disposal/recycling needs and purging of confidential materials.
- Support staff in day-to-day operations and business needs, including IT support and troubleshooting, equipment upkeep and general training in partnership with the Data Systems and Business Manager.
- Support the Data Systems and Business Manager and Director of Operations in creating data and reporting tasks, tracking and meetings.
- Support Director of Operations with administrative tasks and special projects.

Qualifications

- High school diploma required. College degree preferred or equivalent combination of training and experience.
- Two to three years' experience in an administrative or office management role including general IT support functions, preferably in a human services or healthcare field.
- Propensity for systems and efficiency.

- Basic knowledge of and/or experience in supporting facilities, and business needs.
- Proven background and willingness to work in an atmosphere requiring flexibility and change.
- Enthusiasm for problem solving and for acquiring new knowledge and skills.
- Ability to acquire understanding and absorb new information rapidly and manage multiple tasks.
- Excellent communications skills.
- Demonstrated advance skill and experience using MSOffice Suites (Word, Excel)
- Bilingual in Spanish/English preferred but not required.

This is an excellent full-time position offering excellent benefits including health and dental insurance, life insurance, flexible spending plan, 401(k) retirement plan, ten paid holidays, paid time off, and free parking. **This position will require occasional evening and weekend hours for special projects or emergency needs. Salary in the mid 50's.** Interested candidates must be willing to be fully vaccinated against Covid-19. Qualified candidates should submit their resume and salary requirement to the Director of Human Resources at nadkins@arlingtonfreeclinic.org.