Wyoming Medical Center Foundation

**Office and Communications Coordinator**

The Wyoming Medical Center Foundation is a newly created 501c3 private foundation based in Casper, Wyoming. The mission of the Foundation is to support the delivery and accessibility of high-quality, efficient health care services throughout all of Natrona County, and to promote the overall physical and mental health and well-being of all of our county’s residents. The Foundation is in the process of separating operations from the Wyoming Medical Center as it focuses its mission and operations to the broader nonprofit community in Natrona County. The Wyoming Medical Center Foundation is an Equal Opportunity Employer. The Foundation is committed to building a diverse staff and strongly encourages applications from candidates of color. As a public health organization, we believe in, promote, and adhere to the principles of public health in the community and in our office.

**Position Summary:** The Office and Communications Coordinator position is an important member of a small and effective philanthropic organization. The Office and Communications Coordinator provides administrative support to the executive team and the board and serves as a backup on key operational functions. The position coordinates the logistics related to events and meetings held at the foundation office. The position supports the implementation of the communications plan through the website, social media, and newsletters.

**Job Responsibilities**

**Office Coordination**

* Manages the reception area to ensure effective communications (phone, mail, vendors, visitors, guests) both internally and externally to maintain a professional image for the organization
* Manages inventory review and purchasing of office supplies, kitchen supplies, and program supplies (including business cards and letterhead)
* Oversees facilities’ day-to-day operations (access, scheduling, meeting room set up, hospitality, parking; securing use agreements and proof of insurance; providing guidance on logistics, set-up, facility use, policy and procedures; providing drink services for guests)
* Acts as onsite contact while facility is in use, providing assistance and audio-visual (AV) support to nonprofits using the space
* Maintains neat and orderly appearance of the facility
* Processes incoming and outgoing mail

**Events and Board Support**

* Schedules and prepares materials for Staff, Board, and Committee meetings as well as New Board Orientation meetings
* Finalizes and distributes agendas and materials for meetings utilizing the online portal
* Updates board related files in the online portal
* Prepares and maintains staff, board, and committee meeting minutes
* Updates Board Attendance spreadsheet, tracks board terms, and distributes and collects annual conflict of interest forms from staff and Board members
* Tracks attendance and quorum and orders meals and refreshments for meetings and events
* Maintains Board biographies, addresses, and birthdays/ birthday cards
* Completes light errands including stocking of supplies, post office, etc. as needed
* Provides back up to the Operations Director and Finance Director as needed
* Manages staff’s calendar and travel as needed
* Provides logistical support for projects, programs, and special events

**Communications Management**

* Implements elements of the communications plan alongside the CEO and Operations Director
* Updates the website and social media channels as needed in accordance with the communications plan
* Tracks monthly metrics related to communications
* Drafts and distributes newsletters and external communications as needed to keep partners informed and engaged
* Recommends updates and changes to the communications plan
* Assists in the production of annual reports for board, stakeholders and County
* Creates visually appealing and concise communications for external audiences in accordance with the brand guide and organizational values

**Qualifications**

**Essential Skills**:

* Excellent interpersonal skills with the ability to connect with diverse stakeholders and contexts
* Ability to work effectively within a small team, being both a collaborative team player and a self-motivated initiator
* Ability to create a warm and welcoming environment for our guests and community partners; excellent hospitality skills and telephone etiquette required
* Demonstrated high level of diplomacy, sound judgment, and discretion when dealing with grantees, vendors, and community professionals
* Ability to quickly change focus during the workday from welcoming community partners or board members, to answering the phone, to responding to emails or setting up for events
* Ability to organize and prioritize work and meet deadlines, paying close attention to details
* Demonstrated track record of implementing organizational communications via websites, social media platforms and/or newsletters

**Qualifications**:

* Associate’s degree or equivalent experience
* Combined two years of full-time work experience; non-profit experience in Natrona County preferred
* Two years of implementing communications for an organization preferred
* Excellent written and spoken (English) communication, and robust administrative skills required
* Computer literacy including MS Office products. Ability to learn other computer applications and to manage and support Audio-Visual equipment
* Experience producing pleasing visuals in Canva or similar product preferred
* Reliable transportation

**Physical Environment**:

This is a full-time 40 hour/ week position. This position is expected to work in the office and will be required to be in the office on days when staff meetings are held and board meetings or events are happening.

**Physical Requirements:**

The physical demands described are those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position must frequently be able to:

Use computer devices and telephone devices

Lift/ carry up to 25 pounds

**Salary/Benefits**

The Salary Range for this position is $46,000-$52,000 depending on experience.

Benefits include health insurance, vision, dental, 401k match, and paid time off.

**How to Apply**

<https://recruiting.ultipro.com/WYO1000WMED/JobBoard/fdc870de-a0bb-d8cc-80a1-87c807552dfe/OpportunityDetail?opportunityId=01fab0e8-e4a9-4bd5-b58c-4639081bb5a8>

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