



## Job Description: Operations Coordinator

Full-Time (flexible hours) | Salt Lake City, Utah | Remote Work Optional

### Job Summary

One Utah Health Collaborative (the Collaborative) is seeking to hire an Operations Coordinator to provide comprehensive operational, logistical, and administrative support to our team. This role is vital to the efficiency and effectiveness of our day to day stability, ensuring seamless internal operations and supporting major statewide initiatives. The ideal candidate is a highly organized, detail-oriented, self-directed, and comfortable balancing both routine and project-based tasks.

### About the Collaborative

[Governor Spencer Cox launched](#) the Collaborative in September 2022, a community-owned 501c3 nonprofit designed to improve the trajectory of healthcare in the state. Governor Cox recognized reducing the growth of healthcare spending does not occur in an election cycle and set up a 15-year process designed to outlast his tenure. Since beginning operations in September 2022, the Collaborative has laid a foundation to reduce healthcare spending in Utah using a consensus-based approach with key leaders from the healthcare community.

### Operations Coordinator Responsibilities

#### Administrative & Operational Support

- Manage internal operations including scheduling, meeting coordination, agenda preparation, and minutes for internal meetings.
- Serve as point of contact for administrative inquiries via [info@uthealthcollaborative.org](mailto:info@uthealthcollaborative.org).
- Assist with onboarding and HR administration, including benefits coordination (HSAs, health plan renewals, life insurance, and 401k questions).
- Maintain compliance and oversee annual filings, insurance renewals, license registrations, and vendor audits.
- Oversee digital systems including Microsoft 365, Zoom, Mailchimp, Salesforce, and Trello.
- Maintain organized records and document repositories for meetings, contracts, and official filings.
- Support hiring processes (communications, scheduling, and applicant coordination) and intern coordination as needed.
- Track action items and decisions from internal team meetings to ensure follow-up and accountability.



## Job Description: Operations Coordinator

### Financial Administration

- Coordinate with Preferred Accounting to support accounts payable, accounts receivable, and budget tracking.
- Prepare and process invoices, receipts, and reimbursements; manage payment confirmations and documentation.
- Assist with organizational budget creation alongside the Executive Director and internal staff.
- Support tax filings and annual audits.
- Monitor DHHS financial reporting requirements and submit quarterly reimbursement requests.

### Event & Convening Management

- Plan and execute logistics for Collaborative events and workgroup meetings (venue booking, catering, AV setup, room layout, and materials).
- Manage RSVPs, registration lists, speaker coordination, etc.
- Support preparation of meeting materials including agendas, name tags, table signage, and presentations.
- Assist with on-site event support, including setup, check-in, and day-of troubleshooting.
- Coordinate post-event communications such as thank-you notes, summary materials, and document uploads.

### Communications & Reporting Support

- Assist with formatting and distributing newsletters, partner updates, and stakeholder communications using Mailchimp.
- Maintain contact databases and ensure distribution lists are current and accurate.
- Provide website updates and content uploads (e.g., reports, event pages, etc.) as directed.
- Support design and formatting of presentation decks, reports, and public-facing materials.
- Coordinate social media posts in collaboration with external communications vendors or contractors.

### Project Coordination & Documentation

- Support meeting coordination and agenda development for various initiatives.
- Assist in documenting project outcomes, compiling updates, and formatting reports for stakeholders.
- Maintain organized records of contracts, SOWs, and timelines across Collaborative projects.



## Job Description: Operations Coordinator

### Education/Training

- Bachelor's degree required
- 3-5 years of administrative or office management experience or equivalent
- Experience in nonprofit, healthcare, or small-team environments preferred

### Skills and Abilities

- Strong organizational skills with the ability to manage multiple tasks and priorities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software (Mailchimp, Canva, Zoom, Adobe).
- Ability to work proactively, independently, and collaboratively in a team environment.
- High level of professionalism, confidentiality, and integrity in handling confidential information.
- Strong problem-solving skills and attention to detail.
- Ability to adapt to a fast-paced and dynamic work environment.
- Familiarity with healthcare or nonprofit organizations.

### Work Aids and Equipment Used

- Computer, printer, copier, scanner, phone, web conferencing.

### Working Conditions

- Work is primarily sedentary in nature and performed in an office environment.
- Occasional travel to client sites and the Collaborative office may be required.
- Involves frequent contact with staff and clients.
- Work may be stressful at times.

### Physical Demands

- Work requires hand dexterity for office machine operation; stooping, climbing, and bending to files and supplies; mobility to complete errands; stand/sit for up to eight hours each day.
- Ability to communicate clearly when using the telephone; requires sitting, standing, walking, reaching, bending, lifting, and twisting at times.



## Job Description: Operations Coordinator

### Salary

- Salary will be commensurate with demonstrated experience and abilities to perform responsibilities autonomously and in line with Collaborative priorities.
- **Salary Range:** \$60,000–\$75,000 depending on experience and capacity.

### Benefits

- Health insurance, retirement plan, paid time off.

### How to Apply

- If you are not applying via LinkedIn or Indeed, please send a resume and cover letter to [info@uthealthcollaborative.org](mailto:info@uthealthcollaborative.org).

### Schedule

- Full time Monday through Friday (flexible hours)
- Occasional weekend work may be required.

### Ability to Commute/Relocate

- Salt Lake City, UT 84111: Reliably commute or planning to relocate before starting work (Required).

### License/Certification

- Driver's License (Required).

### Work Location

- Hybrid remote in Salt Lake City, UT 84111.