

Opportunity Description
Operations Coordinator

Suburban Health Organization (SHO) is comprised of thirteen community-based Indiana hospitals working together to improve access to the highest quality healthcare possible. Incorporated in 1994, SHO serves its partners by providing a collaborative forum to facilitate desired integrations and outcomes, while allowing care to remain local and preserving deep-rooted ties to hospital communities. For more than 25 years, this synergetic group has created value by forming shared services, leveraging their combined purchasing power, sharing best practices, and founding innovative solutions to some of healthcare's biggest challenges. We seek a full-time Operations Coordinator to join our team.

The Operations Coordinator will support a variety of ongoing initiatives and projects in operations, communications, and clinical integration. The successful candidate will assist with the development of marketing materials, creation of regular updates to key stakeholders, support activity within clinical integration, and conduct strategic tracking and reporting. The ability to multi-task and work in a multiple project environment is a key element of this role.

Responsibilities include:

- Maintaining SHO corporate websites by writing content, completing regular audits, and implementing changes when needed
- Assisting with creation of external documents and marketing collateral, as well as internal communications, while ensuring that materials align with SHO's Corporate Identity standards
- Developing and maintaining corporate communication vehicles, including but not limited to the Strength Through Partnership Toolkit and SHO E-Newsletter
- Assisting meeting planning processes and logistics including drafting the annual calendar, coordinating bi-monthly Affinity Group Update email, preparing meeting packets, setting up meeting refreshments, and taking notes for formal meeting minutes
- Working closely with SHO's Clinical Integration Consultant to support select clinical Affinity Groups in evaluating relevant quality issues, providing educational resources, promoting quality initiatives, and sharing best practices
- Facilitating the monthly strategic plan and department reporting process including maintaining associated dashboards
- Serving as Project Manager for strategic projects as assigned, ensuring adherence to timelines as well as successful completion of projects
- Supporting implementation of Affinity Group and department-based initiatives

Qualified candidates will possess:

- Bachelor's degree in healthcare administration, business administration, or marketing/communications
- 1-2 years of experience in healthcare
- Excellent verbal and written communication skills
- Proficiencies with Microsoft products and familiarity with Adobe Creative Suite programs
- Familiarity with WordPress or similar web content management tool preferred
- Excellent organizational skills for coordination and prioritizing of assignments
- Capacity to work in a team environment as well as independently
- Demonstrated ability to perform effectively in a remote work environment

For more information and to apply online, please visit:

www.suburbanhealth.com

Please send emails to jobs@suburbanhealth.com.