



## **CHESPROCOTT HEALTH DISTRICT**

1187 Highland Ave 210 • CHESHIRE, CONNECTICUT 06410

PHONE (203) 272-2761 • FAX (203) 250-9412 • [www.chesprocott.org](http://www.chesprocott.org)

**Kathryn Glendon, MPH, Director of Health**

### **Position: Administrative Operations Coordinator**

Reports To: Director of Health

Position: Full Time/Salary (35 Hours)

**NATURE OF WORK** The Administrative Operations Coordinator supports the Director of Health and assists with the daily operations of the Chesprocott Health District. This position helps keep the office organized, efficient, and running smoothly by supporting meetings, office coordination, technology systems, communication, and administrative operations. The ideal candidate is organized, proactive, detail-oriented, professional, and comfortable adapting to evolving technology and office systems.

### **Primary Responsibilities**

#### **Leadership & Administrative Support**

- Provide administrative support to the Director of Health.
- Prepare meeting materials, agendas, reports, and correspondence.
- Attend meetings as assigned and assist with meeting notes and follow-up items.
- Help track projects, deadlines, and operational tasks.
- Maintain confidentiality of sensitive information and records.

#### **Office Operations**

- Assist with the daily coordination and organization of office operations.
- Maintain organized electronic and paper filing systems.
- Monitor office supplies and coordinate ordering as needed.
- Help maintain calendars, schedules, reminders, and office timelines.
- Assist with staff coordination, office events, and administrative projects.
- Anticipate office and operational needs and respond proactively.
- Take in paperwork and process accordingly.
- Responsible for the daily register log of daily revenue, including accepting payments when needed.

#### **Technology & Systems Support**

- Assist with website updates and online systems.
- Support office technology, software programs, and digital workflows.
- Help coordinate administrative technology needs and troubleshoot basic issues.
- Assist with maintaining efficient electronic systems as District operations continue transitioning online.

#### **Public & Community Support**

- Serve as a professional point of contact for visitors, community members, and vendors.
- Answer phones, respond to inquiries, and direct communications appropriately.
- Assist with community programs, training, and public health initiatives as needed.
- Always uphold confidentiality and professionalism.

## Qualifications

- Associate's degree or related administrative experience preferred.
- Minimum of 3 years of experience in administrative support, office coordination, or related roles.
- Strong organizational, multitasking, and problem-solving skills.
- Excellent written, verbal, interpersonal, and customer service communication skills.
- Proficiency in Microsoft Office Suite, Outlook, and general office technology.
- Comfortable learning and using new software systems, technology, and online platforms.
- Ability to communicate professionally with staff, residents, vendors, contractors, and partner organizations.
- Ability to anticipate office and operational needs in a fast-paced environment.
- Ability to work independently while maintaining a collaborative and supportive team environment.
- Experience in municipal government, healthcare, or public health preferred.
- A clean driving record.
- A clean background check.
- Salary: \$61,000 - \$71,000 Depending on qualifications
- Expected hours: Monday through Friday, 8:30 am – 4 pm (35) hours per week, with additional hours if needed for evening and weekend events or public health emergencies.
- Work Location: In-person, Cheshire, CT.

To apply for the position, please send your cover letter and resume to [kglendon@chesprocott.org](mailto:kglendon@chesprocott.org)

The position will remain open until it is filled.