OLYMPIC COMMUNITY OF HEALTH

Job Description

Position: Community Program Coordinator – Employer Support

Status: Full-time (100% FTE) non-exempt with benefits
Open Date: November 9, 2026
Closing Date: Open until filled
Salary: $75,000-$85,000/year
Reports To: Community Program Specialist
Instructions: Applicants will send a **current resume and a short video** (under 3 minutes) to **OCH@OlympicCH.org**. The video will introduce the candidate and explain why they are interested in working with Olympic Community of Health. Applications will be reviewed continuously, and the posting will remain open until filled. The first round of interviews is expected to be completed in early January.

Position Summary

In this position, you will work with a collaborative team and dedicated partners to improve health and address equity across the Olympic region. We are looking for a *Community Program Coordinator – Employer Support* to advance the mission of Olympic Community of Health (OCH). The ideal candidate in this role will develop relationships with employers across Clallam and Jefferson counties to support barrier removal to good job attainment.

About Us

OCH is a small team of mission-driven individuals who live, work, and play in the Olympic region. OCH serves as a supportive backbone organization that creates opportunities for collaboration across Clallam, Jefferson, and Kitsap counties, and seven Tribal nations. We bring together partners in creative ways to strengthen how we care for our communities. We address health issues that are community-informed and community-led.

In late 2024, OCH and regional partners launched a new service called *Olympic Connect*. *Olympic Connect,* a Community Care Hub of Washington, is a community-centered entity that connects people to care and services through trusted helpers. These helpers connect people to resources like health care, food assistance, childcare, housing, and more. By removing barriers to these services and supports, we can create a region of healthy people and thriving communities. The long-term vision for Olympic Connect is to create a unified network of partners, ultimately reducing silos and increasing collaboration to create a more client-centered social care system. Learn more about *Olympic Connect*.

Please visit http://www.olympicch.org to learn more about our organization and current work.

Values

These values guide our work and inspire team efforts and activities:

- **Mission.** We are motivated by the collective vision of **healthy people, thriving communities**. We choose to work here because we are committed to prioritizing community health needs by cultivating connection, place, empowerment, and well-being.
- **Equity and Cultural Humility.** We approach our work through an equity lens and understand that doing so is critical in doing our part to dismantle systematic oppression. We touch the ground often to ensure we are elevating the voices of our community and actively encouraging those experiencing racial, social, and economic injustices to co-create regional health goals.
- **Lifelong Learning.** We focus on self-reflection and are receptive to constructive feedback. We are aware that personal growth can be difficult and non-linear, and that there are lessons to be found in our mistakes and our successes. When we face challenges in our work, we are empowered to seek and receive solutions-based support.
- **Integrity.** Team members make thoughtful decisions and take intentional actions grounded in honesty. When mistakes occur, we attempt to rectify them in ways that are both principled and productive.
- **Camaraderie.** We nurture a sense of belonging and create courageous spaces to build trust by honoring individualism and treating each other with respect. We welcome joy, spontaneity, and laughter in the workplace, and believe camaraderie is the fuel that energizes us to do the right work.
- **Balance.** We believe that to be our best selves and to do the right work, we must recognize and value that life is bigger than our work. We incorporate healthy behaviors including activity and mindful practices into our workdays and take the time needed for self-care.
- **Intentionality.** We invest our time and resources wisely to produce high quality work, putting the needs of the organization and the Olympic region above personal pride. When making decisions we balance transparency, responsiveness, and inclusion with time sensitivity, the capacity of others, and consideration of external impact.
- **Environment.** We take a broad view of health to include the health of our environment. Team members make conscious and respectful decisions to preserve and protect the precious natural resources of the community.

Essential Job Functions

In this position, you will be a key team member, with responsibilities in the following main areas:

- Collaborate with local employers to understand the barriers they and their employees (or potential employees) face in all good job attainment (recruitment, engagement, development, and retention).
- Create, implement, and evaluate tactics and strategies to provide supports for employers and job seekers to remove identified barriers through alignment with Olympic Connect and other creative solutions.
- Facilitate connections and provide training and technical assistance to meet employer needs and facilitate successful adoption of Olympic Connect infrastructure.

- Actively participate in external meetings, events, and coalitions to develop professional relationships, identify areas for potential collaboration, and to advance Olympic Community of Health work and sustainability of Olympic Connect.
- Organize and facilitate trainings, meetings, and events throughout the Olympic region to foster collaboration, spread innovation, and facilitate peer sharing across partners and employers.
- As needed, support day-to-day activities of the Community Care Hub, Olympic Connect including screening, intake, case assignment, communication and partner technical assistance. Learn, use, deploy, and advance shared regional technology.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities

- **Subject Matter Expertise:** Establish subject matter expertise around local employers, social needs and social conditions as well as available resources and services in the Olympic region, the current state for social care in the Olympic region, and the desired future state for a social care network including promising strategies from other communities.
- **Relationship Building:** Proactively create, build, and maintain positive working relationships with a variety of organizations and Tribes including employers. Adhere to established partnership and communication norms. Build relationships through establishing trust, accountability, active listening, and follow through with all partner types.
- **Self-Starter**: Know your strengths and proactively find areas to deploy them to support the work of Olympic Community of Health. Move work forward in actionable, strengths-based, and proactive ways.
- **Communication:** Possess highly effective written and oral communication skills including facilitation. Ability to share complicated concepts in plain, easy to understand language to reach and connect with a diverse audience.
- **Teamwork:** Contribute to a healthy and positive work environment by leaning into conflict, recognizing the individualism of each team member, celebrating differences, taking responsibility for oneself, and being open to new ideas and expanding on original ideas. Each teammate contributes to multiple projects through leadership, support, or camaraderie.
- **Time Management:** Plan and manage time effectively. Most teammates manage a variety of projects and priorities. Make effective and efficient decisions, prioritize competing projects and tasks in alignment with Olympic Community of Health goals, and take appropriate action to meet timeframes and deadlines.
- **Ethics and Integrity:** Earn the trust, respect, and confidence of teammates and partners through consistent candor, cultural humility, and professionalism.
- **Equity and Community Engagement:** Commit to collaboratively advancing a pro-equity agenda and lifelong learning about equity and social justice principles and practices and understanding of the effects of place-, race- and policy & systems-based inequities on marginalized communities. Work with community & Tribal partners in a two-way exchange of information, ideas, and resources to co-create solutions.

- **Financial Stewardship:** Make the best use of public dollars and scarce Olympic Community of Health resources by exercising frugality.

Compensation & Benefits

Learn more about benefits by reviewing the OCH Employee Handbook.

- Full-time, exempt position (not eligible for overtime).
- 13 paid holidays, 1 personal holiday, 12 days paid vacation, and 12 sick days per year.
- 100% coverage for the employee and one dependent for medical, dental, vision and life plans. Plans available for additional dependents.
- OCH contributes 4.75% of employee salary to a retirement plan.
- Flexible schedules and teleworking are a part of the culture. Most staff members work four days per week.

Other Requirements

- Performance of job duties requires frequent travel throughout Clallam, Jefferson, and Kitsap counties. A valid Washington State driver's license, the use of the incumbent's personal motor vehicle, and appropriate auto insurance is required.

Work Environment & Location

- Work is performed primarily indoors. Remote work is available throughout the week, and we have office space in Port Hadlock. The full team typically works from the office on Wednesdays.
- Because of our focus on building relationships and partnerships, there is frequent travel throughout Clallam, Jefferson, and Kitsap counties.