

Administrative Support Staff

Job Summary

The Administrative Support Staff plays a key role in the daily operations of WE Health Clinic (WHC). This position provides front office and patient-facing support, coordinates board and administrative logistics, and assists with fundraising, communications, and clinic programming. The role works closely with the Executive Director, Operations Director, and Clinic Coordinator to ensure efficient clinic operations and organized administrative systems.

Reports To

Executive Director and Operations Director with supervision and collaboration with Clinic Coordinator.

Compensation and Hours

\$21–\$24 starting per hour, depending on experience.

32 hours per week, primarily during weekday clinic hours, with some scheduling flexibility coordinated with leadership.

Benefits

- Dental insurance
- Life insurance
- SIMPLE IRA and Roth IRA retirement options with Employer Match
- Wellness benefit
- Holiday pay
- Paid time off (PTO)
- Paid parental leave
- Paid medical leave
- Additional benefits consistent with clinic policy

Responsibilities

Front Office & Clinic Operations

- Answer phones and schedule patient appointments
- Greet and register patients
- Assists with daily schedules and patient appointment reminders
- Support clinic staff with administrative documentation
- Maintain monthly patient care and service reports
- Assist with updating clinic forms and materials

Board & Administrative Support

- Coordinate Board and committee meetings (scheduling, notices, materials, agendas)

- Record and prepare meeting minutes
- Maintain organized records
- Follow up on assigned correspondence

Fundraising & Donor Support

- Assist with fundraising events and appeals
- Maintain donor databases and track contributions
- Prepare donor acknowledgements
- Provide logistical support at fundraising events (occasional evening/weekend hours required)
- Support basic grant research, formatting, and reporting as assigned

Communications & Programming Support

- Create graphics and materials for marketing and communications
- Maintain website and social media accounts as directed
- Support clinic programming and community initiatives as assigned
- Assist with preparation of public testimony or written correspondence as needed

Other Duties

Additional administrative or operational tasks as assigned.

Qualifications

- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Comfortable working in a patient-facing clinic environment
- Proficiency with office software and database systems
- Canva or graphic design experience preferred
- Ability to work independently and follow through on tasks
- Commitment to WHC's mission and values

Work Environment

- 32 hours per week with some scheduling flexibility
- Occasional evening or weekend hours for fundraising or outreach events
- Regular in-person interaction with patients, staff, and community members

How to Apply:

Send resume and letter of interest to whc@wehealthclinic.org