



POSITION DESCRIPTION

(11-24)

Position Title: Events & Operations Coordinator
Status: Exempt
Position Type: Full-time, Benefited, Partially Grant Funded Position
Reports to: NRHP President

Position Summary: The Events & Operations Coordinator fulfills clerical, administrative and operational roles including Nevada Rural Hospital Partners Foundation fundraising, Federal and State Grants Support, Clerical Support, General Office Maintenance, Meeting Coordinator and Minute Taker.

Qualifications and Knowledge: Bachelor's Degree required. Administrative experience preferred. Information Technology skills including proficiency in Word, Outlook, PowerPoint, Excel, and video communications (Zoom, Teams, etc.) required. Must possess strong verbal and written communication skills. Fundraising, grant knowledge, minute taking and/or meeting planning experience a plus.

Skills:

- Fundraising
- Self-motivated and takes initiative
- Comfortable multi-tasking
- Minute taking
- Technologically savvy
- Detail oriented
- Thorough and accurate
- Excellent follow-through
- Active listener
- Professional and cheerful demeanor
- Quick Learner
- Pleasant phone manner and reception skills
- Team player that works well with others
- Flexible

Specific Responsibilities:

FOUNDATION FUNDRAISING

1. Responsible for planning and operations of all fundraising activities including annual golf tournament
2. Assist with designing and implementing new fundraising campaigns
3. Manage distribution and tracking of raised funds to member hospitals
4. Ability to create effective promotion of NRHP Foundation activities and availability of funds
5. Reporting to NRHP President and Board on Foundation activities



POSITION DESCRIPTION

(11-24)

FEDERAL AND STATE GRANTS SUPPORT

1. Assist with grant applications and writing for various Federal and State grants
2. Assist with implementation of grant activities for various Federal and State grants awarded to NRHP/NRHPF
3. Assist with reporting and publishing grant closeout documents

CLERICAL SUPPORT

1. Support the NRHP President as needed
2. Provides clerical and general support including, but not limited to: answering phone, correspondence, scheduling, Monitoring and maintaining office equipment, supply orders, etc.
3. Date stamps, sorts and distributes daily mail including receipting checks, Processes outgoing mail as needed
4. Works independently to maintain and distribute:
 - a. Current Member lists, Board lists, NRHP staff contact list to all staff members
 - b. Updates and keeps current: office contacts/address list and email address list in electronic format
 - c. Maintains NRHP Membership Directory (gather information from members, update information throughout the year) and distributes to staff and members
5. Maintains inventory for office supplies, stationery, postal supplies, and kitchen (soft drinks, paper supplies, coffee/tea, etc.)
6. Cares for the office environment: request and coordinate any needed maintenance

MEETING COORDINATOR AND MINUTE TAKER

1. Develops and maintains annual master meeting calendar for NRHP and LiCON
2. Plans all meetings (with input from staff) and maintains a current schedule of the NRHP conference rooms utilizations. Meetings might include, but are not limited to:
 - a. Conference and video communications
 - b. Board meetings (quarterly and/or as needed)
 - c. Special events
 - d. Education programs
 - e. Biennial "NRHP Day at the Legislature"
 - f. Annual National Rural Health Day with the University of Nevada Office of Statewide Initiatives
3. Duties include (with appropriate input from staff), but are not limited to making arrangements for meeting/event locations including:
 - i. Researching locations
 - ii. Negotiating contracts for hotels, meeting rooms, etc.
 - iii. Selecting menus and ordering meals (breakfasts & lunches)



POSITION DESCRIPTION

(11-24)

- iv. Making dinner reservations
- v. Arranging audiovisual, projector, laptops, recording equipment, etc.
- vi. Contacting and scheduling speakers
- vii. Ensuring appropriate room set up
- viii. Polls members to confirm attendance to ensure quorum compliance
4. Prepares, collates and distributes all meeting materials, including but not limited to:
 - a. Preparing and posting agendas for meetings
 - b. Proofs documents
 - c. Creates PDF copy of meeting packets and distributes to members, and others as appropriate, by email and in a timely manner
 - d. Ensures additional materials are available at the meeting for all participants
5. Takes and transcribes minutes for meetings as requested

Compensation and Benefits:

- \$75,000 to \$90,000 per year based on prior experience and expertise
- Health, dental, vision and life insurance 100% paid for the employee
- 403(b) with 4% company match and immediate full vesting
- Paid time off (10 days of vacation, 12 days of sick and 9 holidays provided annually)

Required Certifications or Credentials:

- Valid Nevada driver's license at the time of hire and must be able to provide own transportation to and from the place of employment

Work Environment:

- Works in a professional office environment during normal office hours from 8:00 a.m. to 5:00 p.m. on Monday through Friday



POSITION DESCRIPTION

(11-24)