**Operations Project Manager**

**Position Summary**  
The Operations Project Manager will provide support to the Chief Operations Officer. This includes scheduling and managing departmental meetings, grant requirements and other operational deliverables.

**Benefits**  
WCC offers a competitive salary and benefits including medical, dental, vision, life insurance, retirement, paid time off, paid holidays and free employee parking. The environment is team oriented with a clear focus on the mission of the organization.

**Join Wilmington Community Clinic!**  
WCC, a Federally Qualified Health Center (FQHC), provides quality, non-discriminatory health services to improve the health and well-being of all served, regardless of their ability to pay. We have served patients in and around Wilmington and Los Angeles for over 45 years. We are proud of the medical, mental health and dental services we provide and put patient care front and center.

**Education & Experience:**

* 2-3 years of related experience in a similar role.
* A Bachelor’s Degree in a related field and/or equivalent work experience is required.

**Essential Position Responsibilities:**

* Ensure grant deliverables are in compliance with guidelines.
* Assist with future Facility Expansion/Future Builds, such as School Based Site(s) and Mobile Unit(s).
* Operational Site Visit (OSV) preparation.
* Oversee execution of future EHR Migration.
* Works on the strategic plan for the department.
* Assists with coordinating and scheduling meetings.
* Plans and organizes meeting agendas and takes minutes during meetings.
* Ensure action items are completed after the completion of meetings.
* Ensure the department is meeting all set milestones.

**Skills:**

* Good communication and small-group presentation skills.
* Ability to effectively present information and respond to questions from supervisors and employees.
* High level of interpersonal skills, integrity and the ability to keep information confidential.
* High level of attention to detail and the ability to manage multiple priorities with competing deadlines.
* Ability to work well within a team.
* Proficiency in Microsoft Office, internet research and easily able to learn new software programs.

**What’s Next?**Thank you for your interest! Please submit your resume to hr@wilmingtoncc.org and include the position title in the subject line. We are unable to accept direct inquiries about this position (i.e. phone calls).