



Site Coordinator

Our Purpose & Vision: We promote a culture of wellness and enhance the quality of life for all Tribal Nations and Communities. We embrace and empower people from all nations and communities. We provide culturally-based health and wellness services supporting the mental, emotional, physical, and spiritual needs of our communities.

Summary: Join us as a Site Coordinator at the Fresno American Indian Health Project! If you're passionate about creating a welcoming environment for the rural community and collaborative services, we want you on our team. In this role, you'll support various stakeholders, ensuring positive and productive interactions. Operating independently, you'll report to the Director of Operations, aiding other departments as needed. Your commitment to accuracy and consistency will be key to our success. Apply now for a dynamic role with a meaningful impact!

Location: Auberry, California

Traveling: Yes, As Needed

Position Type: Full-Time

Salary Range: \$43,241.58 - \$48,415.95 D.O.E

MINIMUM REQUIREMENTS:

EDUCATION:

- High School Diploma required.
- Associates Degree or higher preferred.

EXPERIENCE:

- Minimum 2-3 years of previous clerical and/or office support experience required.
- Required 2-3 years working with Microsoft Office Products (e.g. Word, Excel, PowerPoint, etc.)
- Electronic Health Records experience required.
- Active CA driver's license Required
- Previous experience working within a Native American community is preferred.
- Strong communication and interpersonal skills.
- Preferred understanding and appreciation of Native American cultures, traditions, and values. *A clear background check, drug screen, and negative TB screen are necessary for employment.*

FAIHP offers a robust benefits package that includes:

- Health Insurance
- Dental Insurance
- Vision
- Life Insurance
- 403(b) retirement
- Vacation
- Sick
- 16 paid holidays per year

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org