

# RADICAL HEALING

## Campus Coordinator Job Description

The Radical Healing Collaborative **Campus Coordinator (CC)** position is a dynamic administrative role consisting of managing campus needs and facilities, fielding phone calls from the community, troubleshooting office needs, attending to day-to-day office and administrative support and generally ensuring the health and wellbeing of our shared work environments (Durham and Chapel Hill). The CC works in collaboration with the Practice Manager, Clinical Director, and The Radical Healing Collaborative leadership team to provide exceptional campus care, organization and oversight of facilities, and support to streamline the community and staff experience at The Radical Healing Collaborative.

This is a *part time* (20-29 hour) to *full time* (30-40 hour) salaried in-office, Monday-Friday position with a comprehensive compensation package. Work hours and schedule will be set in collaboration with the Practice Manager, Clinical Director and leadership team. Please see below for more details on the comprehensive package and salary outline.

Ideal candidates are generally organized with a background in health care and/or healthcare administration, front desk or customer support experience. Radical Healing Collaborative is a BIPOC and LGBTQ+-centered organization; members of those communities are highly encouraged to apply. Duties and responsibilities may vary depending on the specific needs of the organization.

### Job duties include, but are not limited to:

- Be the first line of communication for community contacts and clients regarding practice needs
- Assist community and staff with troubleshooting office equipment and or organizing professional support to attend to technical support needs
- Maintain spreadsheets to ensure facilities needs are organized and offices are well stocked for ease

- Support administrative team with reception duties, meeting needs, food orders, set up and breakdown of practice training, decor for events, lunch and coffee orders, interoffice health, administrative and assistant support needs.
- Maintaining campus cleanliness, watering plants, garbage and recycling upkeep, cleaning fridge and shared spaces, refilling water and stocking dry goods on each campus.

**Employment Requirements:**

- Minimum of 1 year experience in healthcare administrative support, customer care, or assistant position
- Candidates must have done work around dismantling white supremacy, advocacy for sexual and gender diversity, dismantling anti-Black racism and understanding abolitionist, liberation focused healing work. Strong applicants will have a clear, demonstrated history and experience working for people with marginalized and minoritized identities.

**Compensation:**

This is a Salaried W2 position with a comprehensive benefits package, including: :

- A starting salary of \$30,000- 42,500 paid in monthly installments, on the 1st of every month
- 20 days of paid time off Juneteenth
- 75% contribution towards medical health insurance, vision and dental insurance, disability and life insurance.