



Position Title: Office Leader – Official Title TBD

Reports To: Senior Vice President

Status: Full-time, exempt

Summary

Hi, we are Mountain Health CO-OP, the anti-insurance health insurance company. We serve members in Idaho, Montana, and Wyoming, and get this; our members are also the owners of this company because we are a co-op. We are proud to be a nonprofit that invests profits back into our membership through enhanced benefits and offerings. Yes, we make coverage cool.

In this role, you will manage multiple projects simultaneously and ensure that all deadlines are met. You will also take the lead on timelines, delegate tasks, and manage the productivity of our teams. You will be our master timeline Jedi, executive team shepherd, and all things company organization and efficiency. This is a challenging task, as we have a high output, but we pay well and have great benefits. Our culture is our priority, we treat each other as we would treat our family, and at the end of the day, we know we will never be as good as our employees.

You will assign tasks to the right team members, check their progress, and ensure that each project is completed on time and to the highest standard.

Are you the fearless leader we've been looking for? Can you bring efficiency and structure to our crew? Apply today.

Job Responsibilities

Below are some of the responsibilities this position is expected to assume, but as this is a new role, we hope you will make it your own:

- Manage and coordinate multiple projects to ensure they are completed on time and within budget.
- Organize and plan project tasks and schedules.
- Keep, update, and track Master timeline and organizational calendar tasks and deadlines.
- Communicate project status to stakeholders and key project participants.
- Stay aware of company goals and strategies to ensure projects align with business priorities.
- Facilitate and encourage collaboration across departments to ensure projects are completed successfully.
- Optimize project deliverables, schedule, and budgeting.
- Create a vendor management system.
- Work with teams to stay on track and present upcoming goals to executive management.
- Create presentations and reports to communicate project status.
- Keep the project team focused on the end goal.
- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf



- Maintaining comprehensive and accurate records
- Organizing meetings, including scheduling and sending reminders when necessary.
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Partner with HR Firm to update and maintain office policies as necessary
- Help staff with minor HR issues (paperwork, onboarding)
- Project manage potential vendor changes
- Keep a repository of legal answers as to reduce redundancy and legal fees.
- Liaison for legal cases with attorneys, including subrogation
- Manages the compliance program and regulatory / filing requirements of the CO-OP
- Project manage audits
- Provide communication, educational, and training programs for board and staff.

Qualifications

- Demonstrable problem-solving project management experience and skills
- A bachelor's degree in project management, computer science, informational technology, or related fields may be recommended.
- Strong interpersonal and team leadership skills
- Strong organizational, time management, and verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office tools
- Proficiency in project management tools and software, including smart sheets, Monday and Canva
- Experience with cloud-based hosting platforms and version control tools
- Ability to travel within the states we serve
- Other duties as assigned

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for extended periods of time and may be required to stand, walk and stoop. The employee may occasionally lift and/or move up to 20 pounds of office supplies. Expressing or exchanging ideas by means of the spoken word and requires the ability to receive, give, process detailed information through oral and written communication. Will be required to work for extended periods of time using a computer, keyboard and mouse.

If you'd like to submit questions or an application, please send them to team@mhc.coop.