

Alabama Primary Health Care Association

www.alphca.com

Join Our Team as an Operations and Programs Coordinator and be part of a team where **values drive action** and **your contribution drives impact**.

Location: Montgomery, AL | Starting Salary: \$45,000 – \$50,000 (range within this classification up to \$77,000)

At the **Alabama Primary Health Care Association (APHCA)**, we believe stronger communities begin with stronger health centers. As a nonprofit professional association, we champion the operational, clinical, and financial success of community health centers across Alabama. We are a catalyst for high performance, driving impact through training, quality improvement, and innovative health technology services.

We're looking for a **highly organized, detail-oriented, and resourceful Operations and Programs Coordinator** to join our team. In this pivotal role, you'll keep our operations running smoothly, support leadership and members, and help us deliver programs that make a difference statewide.

Requirements

Bachelor's degree in business, management, public administration, communication, or related field; or alternatively, a related associate degree with at least 3 years of experience

Candidate Profile

- Highly organized, detail-oriented, and adaptable to changing priorities related to national and state directives.
- Tech-savvy with Microsoft Office 365, project management, and communication tools.
- A strong communicator who enjoys building relationships, supporting teams, and fostering collaboration across staff and members.
- Innovative and advanced critical thinking skills.
- Knowledge of nonprofit operations, grants administration, or healthcare organizations is preferred.
- A skilled multitasker who thrives in dynamic, collaborative environments.
- Grounded in critical thinking, innovation, and adaptability.
- Aligned with APHCA's Values in Action approach to building relationships and high performance.
- Experienced in nonprofit, healthcare, or grants administration (preferred but not required).

What You'll Do

- Provide executive and team support to keep leadership focused and effective.
- Coordinate grants, compliance, and reporting processes with accuracy and care.
- Streamline systems, organize workflows, and oversee office operations.
- Support board, member, and partner engagement through communications and event logistics.

- Play a hands-on role in delivering conferences, training, and special initiatives.

Why Join APHCA?

You'll be part of a mission-driven team committed to improving healthcare access and outcomes across Alabama. Here, your work matters—every detail you manage helps health centers focus on what they do best: caring for people.

The Details

- Full-time, in-office role (Monday–Friday, 8:00 am – 4:30 pm) in Montgomery, AL.
- Starting salary: \$45,000 – \$50,000, with potential growth up to \$77,000.
- Comprehensive hiring process is designed to ensure mutual fit and long-term success.

Recruitment Process

- Initial Screening Call: initial 15-minute virtual or telephone call to review candidate experience/alignment with position requirements
- Manager Interview: Onsite interview related to candidate experience and competencies, skills application to job role, benefit review, etc. with position supervisor
- Team Interview: Onsite interview with APHCA team to review organizational culture, team expectations and dynamics
- CEO Interview: Based on team interview recommendations, final conversation with APHCA CEO to review overall performance expectations, cultural fit, and values alignment for long term success and satisfaction for candidate and APHCA team (often scheduled on the same day as team interview).

Ready to Apply?

Submit a cover letter, resume, and questions to **Lauren Ousley at lousley@alphca.com**.



8244 Old Federal Road
Montgomery, AL
www.alphca.com