

Via Christi Foundation Program Coordinator - Foundation Operations

Details

- Department:Foundation Operations
- Schedule:Full Time, 40 hours weekly, Monday - Friday 8:30am - 4:30pm, some weekends and evenings required
- Hospital:Ascension Via Christi Clinic Office
- Location:1100 N Saint Francis St Wichita, Kansas 67214

Benefits

Paid time off (PTO)

Various health insurance options & wellness plans

Retirement benefits including employer match plans

Long-term & short-term disability

Employee assistance programs (EAP)

Parental leave & adoption assistance

Tuition reimbursement

Ways to give back to your community

**Please note, benefits and benefits eligibility can vary by position, exclusions may apply for some roles (for example: Travel, PRN, Short-Term Option, etc.). Actual compensation offer will vary based upon role, education, experience, location, and qualifications. Connect with your Talent Advisor for additional specifics.*

Responsibilities

Coordinate and/or lead assigned program(s).

- Monitor program plans, schedule and budget. Recommend alternative actions based on tracking outcomes.
- Coordinate, organize and support program promotions to targeted audience.
- Document and track program progress compared to goals.
- Coordinate and prepare reports, materials and presentations to support program leaders.
- Coordinate and/or lead program tasks as assigned.

Requirements

Education:

- High School diploma equivalency OR 1 year of applicable cumulative job specific experience required.
 - Note: Required professional licensure/certification can be used in lieu of education OR experience, if applicable.

Additional Preferences

- Some College or Bachelors Degree Preferred.
- Event Planning experience preferred.
- Social Media skills preferred.
- Customer Service/Sales skills preferred.
- Presentation Experience is a plus.

Why Join Our Team

Ascension Via Christi caregivers have been caring for and providing healing to Kansas communities for more than 135 years. As the largest healthcare provider in Kansas, we offer career opportunities across a number of hospitals, clinics, therapy centers and home health services.

Ascension is a leading non-profit, faith-based national health system made up of over 134,000 associates and 2,600 sites of care, including more than 140 hospitals and 40 senior living communities in 19 states.

Our Mission, Vision and Values encompass everything we do at Ascension. Every associate is empowered to give back, volunteer and make a positive impact in their community. Ascension careers are more than jobs; they are opportunities to enhance your life and the lives of the people around you.

Equal Employment Opportunity Employer

Ascension will provide equal employment opportunities (EEO) to all associates and applicants for employment regardless of race, color, religion, national origin, citizenship, gender, sexual orientation, gender identification or expression, age, disability, marital status, amnesty, genetic information, carrier status or any other legally protected status or status as a covered veteran in accordance with applicable federal, state and local laws.

As a military friendly organization, Ascension promotes career flexibility and offers many benefits to help support the well-being of our military families, spouses, veterans and reservists. Our associates are empowered to apply their military experience and unique perspective to their civilian career with Ascension.

Please note that Ascension will make an offer of employment only to individuals who have applied for a position using our official application. Be on alert for possible fraudulent offers of employment. Ascension will not solicit money or banking information from applicants.