



Job Posting Health Services Coordinator (Full-time)

Township government plays a vital role in enhancing quality of life, and at Orland Township, we are committed to delivering meaningful services and engaging programs that support and enrich our community. In support of this mission, Orland Township is seeking a dedicated and organized **Health Services Coordinator** to plan, implement, and oversee community health programs and services for residents of all ages. This role is responsible for coordinating immunization clinics, wellness initiatives, and health-related events in alignment with Township goals and Board direction.

Key Responsibilities:

- Plan, evaluate, and implement community health programs and services
- Coordinate immunization clinics, health fairs, and wellness services
- Manage scheduling, locations, medical staff, volunteers, and supplies
- Serve as liaison between Township leadership and medical providers
- Oversee vaccine inventory, program logistics, and related reporting
- Coordinate community outreach programs, presentations, and support groups
- Prepare reports, communications, and program materials
- Review and process invoices
- Perform other duties as assigned

Qualifications:

- Minimum three (3) years of experience in a health-related administrative or management role. Nursing experience or training is helpful.
- Strong organizational, communication, and interpersonal skills
- Proficiency in Microsoft Office, email, and internet applications
- Ability to manage multiple programs and priorities effectively
- Community involvement and/or knowledge of Township government preferred

Hours:

- Hours are generally Monday – Friday 8:00 am – 4:30 pm
- Occasional evenings and weekends

This position is ideal for a health professional who values community connection and public service and is passionate about supporting community health and well-being at the local level.

The annual salary range for this position is \$40,000 - \$50,000 depending on qualifications. This position is also eligible for medical, dental, life insurance, IMRF pension, and paid time off. To apply send a resume and cover letter to jobs@orlandtownship.org.

Orland Township is an Equal Opportunity Employer