



CATHEDRAL FREE CLINIC

Cathedral Free Clinic Coordinator

Position Description

Status Independent Contractor (1099)	Time Commitment Up to 10 hours/week; flexible	Compensation Hourly rate to be determined; work-related travel reimbursed per IRS guidelines
Reports To Medical Director	Work Setting On-site and remote, as duties require	Initial Scope Year One

Mission and Position Summary

The Coordinator supports Cathedral Free Clinic's healing ministry by providing reliable administrative and operational support between clinic sessions. As the central point for non-clinical operations, the Coordinator helps manage volunteers, communications, donor support, records, facility follow-up, and other essential details so clinic leadership and volunteers can focus on patient care and ministry to uninsured community members.

Essential Duties and Responsibilities

Administrative Operations

- Check clinic mail weekly and monitor the general email inbox, phone/voicemail, online inquiries, and routine correspondence.
- Maintain organized clinic, volunteer, donor, and organizational records and files.
- Receive and process donations and maintain supporting documentation.
- Track operational tasks and follow-up needs.
- Report to the Medical Director and provide an annual general report to the Board.

Volunteer and Clinic Session Coordination

- Maintain volunteer contact lists, schedules, and sign-up systems; assist with recruitment, orientation, and onboarding.
- Serve as liaison between volunteers and clinic leadership.
- Prepare for clinic sessions by confirming volunteer and support-staff coverage, coordinating non-clinical needs, and helping the Medical Director keep supplies organized and stocked.

Facility Oversight

- Maintain a weekly presence at the Center of Hope clinic facility.
- Monitor building needs and report concerns to the Diocese of Saginaw Facilities Department.
- Coordinate routine services and access needs, including internet/utilities, waste disposal, document shredding, supply deliveries, and donation drop-offs.
- Help keep the clinic organized, welcoming, and ready for use.

Donor, Community, Marketing, and Outreach Support

- Assist with donor acknowledgments, newsletters, updates, thank-you letters, and donor communication records.
- Support website updates, volunteer postings, and distribution of outreach and promotional materials.
- Coordinate communication with churches, community organizations, referral partners, and other stakeholders.
- Represent the free clinic at community meetings, events, and partner gatherings when requested.

Qualifications

Required

- Strong organizational, communication, interpersonal, and follow-through skills.
- Dependable, self-directed, and able to work independently with minimal supervision.
- Proficiency with email, Microsoft Office, and basic computer applications.
- Maintain confidentiality in accordance with HIPAA requirements and clinic policies.
- Commitment to the mission and values of Cathedral Free Clinic.

Preferred

- Experience in healthcare, nonprofit service, ministry, volunteer management, or office administration.
- Experience coordinating volunteers, events, schedules, or community programs.

Personal Characteristics

The ideal candidate is mission-driven, compassionate, organized, detail-oriented, collaborative, comfortable working with diverse populations, and aligned with the clinic's faith-centered mission. The candidate should build positive relationships with patients, volunteers, donors, clergy, and community partners.

Physical Requirements

- Ability to travel to and work on-site at Cathedral Free Clinic.
- Ability to occasionally lift and move supplies weighing up to 20 pounds.
- Ability to use standard office equipment and computer systems.

Measures of Success

- Reliable management of weekly operations, schedules, records, and administrative follow-through.
- Effective volunteer coordination and communication.
- Timely donor, community, and facilities follow-up.
- Organized systems and improved efficiency that help clinical leadership and the Board focus on strategic growth, patient care, and ministry.

Application Deadline: Sept. 30, 2026

To apply: E-mail your resume to tlong@cathedralfreeclinic.org.

For more information about the Cathedral Free Clinic, visit: <https://www.cathedralfreeclinic.org/>