



## Job Title: **Information Systems Coordinator**

**Location:** Boston, MA

### **Organization: Health Leads**

Health Leads believes that a different kind of healthcare system is possible for America – one that addresses all patients’ basic resource needs as a standard part of quality care. They are a nonprofit that believes that one day, all healthcare providers will be able to prescribe solutions that improve health, not just manage disease. For more information, visit the website at [www.healthleadsusa.org](http://www.healthleadsusa.org).

#### **Job Responsibilities:**

- Be the first-line problem solver for all questions about our information systems -- including the tools our staff, national team, and volunteers use to deliver on Health Leads’ mission
- Support our team in developing new features by triaging enhancement ideas, ensuring the quality of new products before they’re released, and preparing training materials
- Participate on special innovation projects with the Information Systems Manager; in your first year, possible activities may include: researching Electronic Medical Record integrations, developing tools to support the launch of new Health Leads desks, and exploring volunteer recruitment systems
- Learn to be a Salesforce.com administrator

#### **Job Requirement:**

- A technology evangelist who enjoys translating technical concepts to non-technical health care professionals
- Superb attention to detail and excellent self-organization skills with the ability to effectively juggle many projects simultaneously
- A go-getter who can solve problems independently and on deadline
- Passion for the Health Leads vision, mission, and culture
- Experience with Salesforce.com or other web-based CRM applications
- Excel super powers
- Worked/volunteered with low-income families and/or healthcare settings
- A technology-related degree, concentration, or equivalent experience

Please visit our careers page (<https://careers-healthleads.icims.com/jobs>) To apply, include your resume and a half-page write-up about 1) what sets you apart and 2) why you want to work for this entrepreneurial healthcare nonprofit.

*For further information please contact the offices of Career Services and Industry Partnerships:*

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