



<https://usaremorejob.pro/job/program-coordinator-wellbeing-remote-nationwide-now-hiring/>

Program Coordinator, Wellbeing – Remote – Nationwide – Now Hiring

Description

At Vituity you are part of a larger team that is driven by our purpose to improve lives. We are dedicated to transforming healthcare through our culture by working together to tackle healthcare's most pressing challenges from the inside.

Join the Vituity Team. At Vituity we've cultivated an environment where passion thrives, and success comes through shared purpose. We were founded in a culture that values team accomplishments more than individual achievements, an approach we call "culture of brilliance." Together, we leverage our strengths and experiences to make a positive impact in our local communities. We foster this through shared goals and helping our colleagues succeed, and we also understand the importance of recognition, taking the time to show appreciation and gratitude for a job well done.

Vituity Locations: Vituity has opportunities at 890 practices across the country, serving 14.5 million patients a year. With Vituity, if you ever need to move, you can take your job with you.

Hiring organization

Vituity

Employment Type

Full-time

Job Location

US

Remote work from: United States

Working Hours

8

Base Salary

USD 28 - USD 32

Date posted

August 27, 2026

Valid through

17.08.2027

The Opportunity

- Participate in and help coordinate wellbeing and workforce experience programs, committees, and live events to ensure a positive end user experience such as scheduling, taking notes, tracking attendance, ordering catering, facilitating room set up, troubleshooting issues, overseeing technical support, and creating event materials.
 - These programs include, but are not limited to: JIM Workgroup meetings, Wellness Committee meetings, virtual webinars, in-person Wellness Fairs.
- Serve as a key program contact for established programs and identify ways to increase engagement.
- Track meeting and workgroup action items, send reminders, and ensure timely completion of tasks to support program success.
- Send invitations and manage event logistics on behalf of the "Wellness Calendar," ensuring all stakeholders are informed, including Feel Good Friday, Virtual Webinar/Education sessions.
 - Set up Zoom and Team meetings, troubleshoot technical issues, and provide support to speakers to ensure smooth session delivery.
- Monitor and analyze attendance and participation trends to assess program effectiveness.
- Assist with the design, gathering, and analyzing of program metrics and feedback to measure effectiveness and impact, to ultimately support

offering development and enhancement.

- Support post-event follow up such as billing, evaluation, metric gathering and analyzing, and supplies inventory.
- Brainstorm and research new ideas, tools, techniques, and cost-effective solutions and provide recommendations on potential usage with our programs to address goals and problems.
- Coordinate with external vendors, wellness providers, and community partners to enhance wellness related offerings and expand resources available to employees.
- Assist with special projects as needed.
- Manage complex calendars, prioritize appointments, and coordinate scheduling time and availability.
- Schedule internal and external meetings, prepare agendas, and ensure all logistics are handled efficiently and professionally.
- Arrange travel accommodations as needed and handle any related logistics to ensure smooth and organized travel experiences.
- Prepare and edit professional correspondence, communications, reports, presentations, and other documents on behalf of senior-level leaders.
- Complete senior-level leaders' expense reports and track for reimbursement.
- Organize, update, and maintain SharePoint sites and Yammer, ensuring information remains current and easily accessible.
- In collaboration with subject matter experts, create and edit emails, newsletters, reports, job aids, infographics, presentations, flyers, process documentation, and newsletter announcements.
- Assist with development and coordination of messaging across multiple channels to effectively promote wellness programs and increase engagement.
- Identify and support ways to streamline communication of offerings across populations.
- Edit and distribute event recordings.
- Partner with other teams and workgroups on continuously improving administrative processes, and activities cross-functionally to create best possible learning experience for users.
- Help track training completion status and follow up with managers and users as needed.
- Represent Vituity Wellbeing at Partnership-wide meetings (Symposia and Partnership meetings); staffing resource booth, promoting wellness, and answering questions.

Required Experience and Competencies

- High School Diploma or GED equivalent required.
- Two (2) years of administrative or office support, administrative analyst, or project/ or department coordination/support role required.
- Some college or equivalent experience required.
- Previous customer service experience preferred.
- 3-4 years of increasingly complex administrative support and project coordination experience preferred.
- Bachelor's degree preferred.
- Ability to work independently with drive and initiative but also work well within a teamwork setting.
- Detail-oriented, organized, and flexible individual able to perform multiple tasks with varying priorities under conditions requiring speed and accuracy.

- General knowledge of administrative procedures and standard business office practices.
- Must have strong customer service with client interactions both verbally and written.
- Strong analytical skills, creative conceptualization, collaborative management ability, and oral and written communication skills.
- Demonstrated ability to handle detailed work accurately and quickly, work to deadlines on multiple projects, and to work as a team member in a collaborative and participatory manner, and to interact both in person and over the phone with a courteous and professional demeanor.
- Strong customer service skills.
- Strong verbal and written communication skills.
- Ability to use office equipment and automated systems/applications/software at an acceptable level of proficiency.
- Ability to establish and maintain effective working relationships as required by the duties of the position.
- Ability to read, understand, and communicate in English sufficient to perform the duties of the position.
- Intermediate to advanced MS Excel, Word, PowerPoint, and Outlook skills.
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Willingness to travel occasionally for meetings and events.

The Community

Even when you are working remotely, you are an important part of the Vituity Community. We offer plenty of opportunities to engage with other Vitans through a variety of virtual meet-and-greets, events and seminars.

- Monthly wellness events and programs such as yoga, HIIT classes, and more
- Trainings to help support and advance your professional growth
- Team building activities such as virtual scavenger hunts and holiday celebrations
- Flexible work hours
- Opportunities to attend Vituity community events including LGBTQ+ History, Día de los Muertos Celebration, Money Management/Money Relationship, and more

Benefits & Beyond*

Vituity cares about the whole you. With our comprehensive compensation and benefits package, we are mindful of what matters most, and support your needs of today and your plans for the future.

- Superior health plan options
- Dental, Vision, HSA/FSA, Life and AD&D coverage, and more
- Top Tier 401(k) retirement savings plans that offers a \$1.20 match for every dollar up to 6% plus discretionary profit-sharing contributions (eligible January following 18 months of service)
- Generous paid time off starting 3-4 weeks' annually
- Student Loan Refinancing Discounts
- Professional and Career Development Program

- EAP and travel assistance included
- Wellness program
- Purpose-driven culture focused on improving the lives of our patients, communities, and employees

We are excited to share the base salary range for this position is \$24.28 – \$30.36, exclusive of fringe benefits or potential bonuses. This position is also eligible to participate in our annual corporate Success Sharing bonus program, which is based on the company's annual performance. If you are hired at Vituity, your final base salary compensation will be determined based on factors such as skills, education, and/or experience. We believe in the importance of pay equity and consider internal equity of our current team members as a part of any final offer. Please speak with a recruiter for more details.

We are unified around the common purpose of transforming healthcare to improve lives and we believe everyone has a role to play in that. When we work together across sites and specialties as an integrated healthcare team, we exceed the expectations of our patients and the hospitals and clinics we work in. If you are looking to make a difference, from clinical to corporate, Vituity is the place to do it. Come grow with us.

Vituity does not discriminate against any person on the basis of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information (including family medical history), veteran status, marital status, pregnancy or related condition, or any other basis protected by law. Vituity is committed to complying with all applicable national, state and local laws pertaining to nondiscrimination and equal opportunity.

*Benefits for part-time and per diem vary. Please speak to a recruiter for more information.