

# ALOHA CHIROPRACTIC

Dr. Chad Sato, D.C. • Honolulu, HI • drchadsato.com

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## Front Desk & Community Coordinator

*Full-Time • Honolulu, HI • Aloha Chiropractic / Infinite Body Awareness*

### OUR MISSION

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*“My mission is to empower the individual to become self-assessing, self-correcting, and to achieve a greater sense of wellness and empowerment.”*

We are looking for someone who believes in the body's innate ability to heal itself, and who wants to support our members and community in embracing the mind-body connection. This role is ideal if you are:

- Interested in holistic care and personal development
- Inspired to self-heal and support others on their healing journey
- Looking for a flexible schedule with meaningful work
- Eager to collaborate on ideas that expand mind-body connection and grow the practice

### ABOUT THE ROLE

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The Front Desk & Community Coordinator is the connective tissue of Aloha Chiropractic and Infinite Body Awareness — in the office and online. In person, you own the front-of-house: practice member flow, check-ins, appointment pacing, and day-to-day office operations alongside Dr. Chad. Digitally, you manage our social media presence and keep the IBA Collective, our Mighty Networks community, active and engaged.

This is a role for someone who loves people, thinks in systems, and brings energy to everything they touch — whether greeting a practice member at the door or crafting a post that actually resonates.

### KEY RESPONSIBILITIES

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#### Front Desk & Office Operations

- Welcome practice members and manage front-of-house rhythm — table assignments, room transitions, appointment pacing, and payment collection
- Track practice member preferences (seating, scheduling, communication style) and apply them consistently
- Coordinate smooth handoffs between front desk and Dr. Chad during busy windows
- Handle patient scheduling, callbacks, billing, collections, and superbill processing
- Maintain accurate and confidential practice member records
- Monitor office supplies, inventory, and gut health products and books
- Develop and implement office policies and procedures

- Address practice member inquiries and resolve issues promptly
- Assist practice members with The Collective onboarding and iPad signup
- Keep an eye on Dr. Chad's schedule during packed days — lunch check-ins and heads-up on back-to-back windows
- Prepare financial reports and assist with budget management
- Ensure compliance with healthcare regulations and standards

### **Social Media & Community**

- Manage and post to Infinite Body Awareness social media accounts — timely office updates, content, and engagement
- Moderate and animate the IBA Collective (IBAC) on Mighty Networks: welcome new members, spark conversations, surface content, and keep the community active between visits
- Onboard new IBAC members in-office and ensure a seamless digital experience from day one
- Identify and capture organic content moments in the office (with appropriate consent) for social use
- Use downtime productively: schedule posts, respond to comments, draft content, or engage with the community

## **SCHEDULE & LOCATION**

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- **Monday, Wednesday, and Friday**
- 7:30 AM – 5:30 PM (approximately 7:45–7:50 AM through 5:00 PM)
- Location: Aloha Chiropractic  
2930 East Manoa Rd. Ste C5  
Honolulu, HI 96822

## **BASIC REQUIREMENTS**

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- High school diploma or equivalent; degree in healthcare administration or related field preferred
- Proven experience as an office manager or in a similar administrative role, preferably in a healthcare setting
- Knowledge of chiropractic practices and alternative/holistic healing approaches
- Natural multitasker who can hold several priorities at once without losing the thread
- Warm and empathetic with practice members — and equally good at knowing when to move a conversation along
- Proficiency in office management software (e.g., Jane App, EHR systems, Microsoft Office Suite)
- Self-motivated with the ability to manage and motivate staff as the practice grows
- Strong problem-solving skills and attention to detail
- Ability to handle confidential information with discretion
- Knowledge of billing and insurance procedures
- Genuinely comfortable with social media — understands what feels authentic, what performs, and how to write a caption that sounds human
- Proactive by default — doesn't wait to be told what to do when things slow down
- Adaptable in real time; not rigid when the schedule shifts mid-morning

### **Preferred Qualifications**

- Experience with chiropractic software (e.g., Jane App, ChiroTouch)

- Basic knowledge of chiropractic and medical terminology
- Familiarity with email marketing platforms (e.g., Mailchimp, Constant Contact)
- Familiar with or quickly able to learn community platforms like Mighty Networks

## COMPENSATION & BENEFITS

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- Starting pay: \$16/hr
- Energetic body and spinal care sessions with Dr. Chad — included for you and a designated family member (\$496/month value each)
- Performance incentive cash bonuses (to be discussed)
- Medical/health share insurance if needed
- Flexible schedule
- Free access to all energetic healing workshops offered by Dr. Chad Sato
- Performance incentive: bonus per IBA Collective annual signup (amount to be discussed)

## HOW TO APPLY

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To apply, please submit your resume and a cover letter outlining your qualifications, experience, and why this role resonates with you to:

**[hello@drchadsato.com](mailto:hello@drchadsato.com)**