

Health Initiative, Inc.

Job Description

JOB TITLE: Office Manager

REPORTS TO: Executive Director

WORK HOURS: Full time, non-exempt (40hrs weekly)

PRINCIPLE PURPOSE OF JOB: The Office Manager will work very closely with the Fiscal Manager and Executive Director to organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Manager, with Fiscal Manager and Executive Director over sight, is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, and program quality.

ESSENTIAL JOB FUNCTIONS:

1. Agency
 - a. Participate in St. Lawrence Health Initiative, Inc. (SLHI) activities and meetings as requested by Executive Director and Fiscal Manager.
 - b. Cross train for other agency positions as appropriate and if needed.
 - i. Participate in other projects within the Health Initiative to support the organization's mission, growth and recognition in the community. This includes but is not limited to the North Country Jr. Iron Chef (prior to, during and after event).
2. Sustainability Activities
 - a. Participate in planning and hosting the Health Initiative's annual recognition event.
 - b. Understand all SLHI programs and look for ways they may be able to interact with one another to achieve goals and work plan objectives.
 - c. Responsible for developing standards and promoting activities that enhance operational procedures
3. Development and Promotion
 - a. Establish positive relationships with other agencies and organizations throughout the county.
 - b. Assist organization in planning and implementing outreach and recruitment efforts.
4. Administrative
 - a. Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
 - i. Manage relationships with vendors and service providers, ensuring that all items are invoiced and paid on time
 - ii. Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems.
 - iii. Monitor and maintain office supplies inventory
 - b. Develop and maintain quality in all organization operations
 - i. Understand and comply with agency personnel, privacy, security and fiscal policies and procedures.
 - ii. Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, and filing systems are designed.
 - iii. Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and staff transfers
 - iv. Ensure security, integrity and confidentiality of data
 - c. Organize and schedule meetings and appointments for Executive Director including, but not limited to:
 - i. Bridge to Wellness
 - ii. Board of Directors

- iii. All Staff Meetings
 - d. Provide general support to visitors and callers.
 - i. Complete and maintain Health Insurance Navigator Certification so that Navigator calls may be appropriately addressed.
 - ii. Complete and maintain UniteUs Platform Certification so that Adirondack Wellness Connections calls may be appropriately addressed.
 - e. Responsible for recruiting staff for the office and providing orientation and training to new employees
5. Technology
 - a. Be proficient in Microsoft Excel, Access, Word and PowerPoint.
 - b. Be proficient in Microsoft Outlook and Office 365. Update calendar on a regular basis.
 - c. Research appropriate IT systems for compliance with security and privacy policies. This includes vendor search and equipment inventory.
6. Other duties
 - a. Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications.
 - b. Be available to work outside of normal business hours occasionally.
 - c. Other duties within the Health Initiative to support the organization's mission, growth and recognition in the community.

REQUIRED SKILLS

- Strong written and verbal communication
- Willingness to learn new skills and the flexibility to adapt to changing job requirements
- Ability to work independently within assigned projects
- Ability to work collaboratively as part of a team
- Demonstrated organizational and time management skills
- Ability to work effectively with diverse populations from community members to business owners
- Desire to interact collegially and professionally with other agency staff
- Commitment to maintaining both internal and external confidentiality of program information, staff, program participants and community members at all times

REQUIRED EXPERIENCE

- Previous employment in a capacity demonstrating the required skills

OTHER REQUIREMENTS

- Reliable, personal transportation
- Able and willing to attend conferences and meetings that require overnight travel