

# OPERATIONS ASSISTANT

PA COALITION FOR ORAL HEALTH



**GENERAL PURPOSE OF THE JOB:** The Operations Assistant (OA) functions as part of a dynamic team that manages a statewide non-profit advocacy organization through a collaborative, professional, and friendly work style. The OA provides a broad range of administrative and logistical support for the Executive Director. The successful candidate will be exceptionally organized, self-motivated, professional, capable of managing their workload and prioritizing tasks, comfortable with telecommuting technology, and have superior verbal, written, and interpersonal communications skills. The ability to create connections and efficiencies through leveraging of technology is critical for this role.

## **DUTIES AND RESPONSIBILITIES:**

### Technology Skills:

- Manage social media, including creation of content that engages audience segments and leads to measurable action
- Maintain and update stakeholder records and databases using CRM software
- Update website on a regular basis and provide SEO/Analytics data to team

### Interpersonal Communication:

- Attend events as a representative of PCOH as needed
- Manage phone calls and correspondence (internal and external)
- Manage the distribution and maintenance of all print and electronic materials
- Coordinate day-to-day communications for all staff

### Organizational Ability:

- Create draft communications for the Executive Director including reports, agendas, and newsletters
- Distribute agendas, minutes, and meeting reminders for Board meetings and PCOH business
- Support budgeting and bookkeeping procedures as directed by Executive Director
- Allocate expenses to grants; track expenses for staff
- Maintain organizational calendars, files, folders, etc. using Google Suite and Dropbox

### Written Expression:

- Record and prepare minutes for all PCOH meetings
- Submit timely reports and prepare presentations/proposals as assigned
- Proofread all materials prepared by other staff

### Coordination and Planning:

- Plan and manage meetings including venue/menu selection, printing, registration, and other responsibilities
- Schedule travel and other arrangements for staff as needed

## **EDUCATION AND EXPERIENCE:**

- Minimum of 2 years of proven experience in an assistant role, or in other senior secretarial position
- Minimum high school diploma; associate or bachelor's degree preferred
- Experience in event planning as well as communications and/or marketing

## **SKILLS AND ABILITIES:**

- Works collaboratively and efficiently
- Ability to navigate teleconferencing and data sharing programs
- Proficient in Microsoft Office Suite and Adobe Programs.
- Familiarity or ability to quickly learn CRM (Little Green Light) database, Mailchimp, Eventbrite, and Wordpress
- Ability to work with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

**LOCATION:** Telecommute; 0-10% monthly meeting travel required (some overnight); valid driver's license required

**WORK EFFORT:** 37.5 hours/week, full-time hourly position, \$39,000/year

**BENEFITS:** Monthly health insurance stipend, telephone stipend, PTO

Interested applicants should forward cover letter and resume to Helen Hawkey, Executive Director, at [helen@paoralhealth.org](mailto:helen@paoralhealth.org).  
Materials should be submitted no later than December 24<sup>th</sup>, 2018. Incomplete applications will not be considered;  
candidates will be contacted by January 4<sup>th</sup> if they are referred for an interview.