



VAFCC

VIRGINIA ASSOCIATION OF FREE AND CHARITABLE CLINICS

**VIRGINIA ASSOCIATION OF FREE & CHARITABLE CLINICS, INC.
1801 LIBBIE AVENUE, SUITE 104
RICHMOND VA 23226**

POSITION ANNOUNCEMENT

Founded in 1993 and headquartered in Richmond, the Virginia Association of Free and Charitable Clinics (VAFCC) is an effective advocate for the issues and concerns of free and charitable clinics, their volunteer workforce of doctors, dentists, nurses, therapists, pharmacists, technicians, and other health care professionals, and the patients served by free and charitable clinics in communities throughout the Commonwealth.

Believing every person deserves access to basic healthcare services, the VAFCC supports Virginia's network of free and charitable clinics in their efforts to adapt successfully to Virginia's changing healthcare landscape and serve those who fall through the gaps of the healthcare system with compassionate and comprehensive healthcare services regardless of their insurance status or ability to pay.

The VAFCC is seeking a dynamic team player to serve as our Office Manager that will champion the association, our member clinics and the need of uninsured patient.

POSITION DESCRIPTION

TITLE: Office Manager

STATUS: Salaried, Non-Exempt (Full time; 9am-5pm, Mon.-Fri.)

REPORTS TO: CEO SUPERVISES: None

SUMMARY: The Office Manager administers VAFCC's finances, performs general office duties and provides both administrative and project support to the CEO, other staff and various constituents.

MAJOR DUTIES:

1. Administer VAFCC's finances including accounts payable, accounts receivable, month-end close, state funds, grants received, and certificate of public need (COPN) funding;

2. Perform certain human resources duties such as payroll, tracking PTO usage; benefit renewal and enrollment process, payment and renewal of insurance policies, update File Form 5500, and update VAFCC Personnel Manual when requested by CEO;
3. Support grant administration;
4. Receive and respond to incoming telephone calls, emails, faxes, and mail. Greet visitors. Interact with members, affiliated people and organizations, and the general public on a daily basis;
5. Ensure that the office is fully prepared to meet daily needs of constituents and staff through necessary supply purchases;
6. Assist with meeting planning and set-up including, but not limited to, Annual Conference, Executive Director Conference, Board Retreat, and workshops. Send meeting notices, process and acknowledge registrations and compile event evaluations. These responsibilities will require the Manager to work in concert with the Vice President of Communications, Marketing, and Development;
7. Assist the CEO with administrative tasks such as travel arrangements and meeting planning as directed. Provide support to other staff upon request. Perform other duties as necessary to carry out the mission of the organization;
8. Organize and maintain systems for filing, securing, archiving and purging hard copy and electronic records, files, and other data per office policy;
9. Assist Vice President of Communications, Marketing and Development with managing website and social media accounts as well as preparation and distribution of monthly e-newsletters;
10. Work with the CEO to ensure that board materials are prepared, updated and distributed as needed;
11. Manage and coordinate IT systems with the third-party vendor (this includes phones and computer systems); and
12. Coordinate and manage member benefits, including conference phone line use, Mel Leaman Scholarship, website job postings, data entry and other benefits as needed.

MINIMUM QUALIFICATIONS:

Associate Degree and/or 3-5 years of relevant work experience. Office management and administrative skills as well as bookkeeping experience required. Well-organized, detail-oriented, and able to manage and complete tasks in a timely manner while working in a busy, fast-paced environment. Must have proficiency with Microsoft Office suite and QuickBooks. Grant writing and administration experience preferred. A high degree of accuracy is needed. Courteous, professional disposition and ability to interact well with a variety of people is critical. This person will readily accept and follow oral and written directions and will have good analytical and problem-solving skills. They will also be able to work

well independently while also functioning effectively as a team member. A good command of the English language and strong writing skills are essential.

Please submit a cover letter, resume, and three references to:

Rebecca Butler, Vice President

rbutler@vafreeclinics.org

Subject Line: Office Manager

1801 Libbie Avenue, Suite 104

Richmond, VA 23226

Fax 804-340-3435

No phone calls