



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 Administrator & Program Support that will champion the association, our member clinics and the need of uninsured patient.

POSITION DESCRIPTION

TITLE: Office Administrator & Program Support

STATUS: Full-time, Non-Exempt

REPORTS TO: CEO SUPERVISES: None

SUMMARY: The Office Administrator & Program Support performs business office duties and provides high levels of administrative support to the VAFCC team and various constituents.

MAJOR DUTIES:

1. Manage VAFCC's finances including accounts payable, accounts receivable, month-end close, state funds, and certificate of public need funding.
2. Perform certain human resources duties such as payroll, including filing quarterly payroll taxes; 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. Provide excellent customer services, responding to incoming telephone calls, emails, faxes, and mail. Greet onsite visitors. Interact with members, affiliated people and organizations, and the general public on a daily basis.

4. Ensure that the office is fully prepared to meet daily needs of constituents and staff through necessary supply purchases and upkeep;
5. 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;
6. Provide key administrative support for ongoing development/fundraising initiatives including donor and event appeals, acknowledgement and stewardship
7. Provide key administrative support for ongoing communication/marketing initiatives for both internal and external audiences including website, newsletters, social media, etc.
8. Organize and maintain systems for filing, securing, archiving and purging hard copy and electronic records, files, and other data per office policy
9. Work with the CEO to ensure that board materials are prepared, updated and distributed as needed;
10. Manage and coordinate IT systems with the third-party vendor (this includes phones and computer systems);
11. Provide key administrative support and coordination for member services, programming and events including annual meeting, ED conference, annual conference, webinars, workshops, roundtables, etc.

MINIMUM QUALIFICATIONS:

Associate Degree and/or 3-5 years of relevant work experience. Strong office management and administrative skills as well as basic accounting/bookkeeping experience are 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 Products and QuickBooks. 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. He or she 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 by June 1, 2020 to:

**Rebecca Butler, Director
rbutler@vafreeclinics.org
Subject Line: Business Manager
1801 Libbie Avenue, Suite 104
Richmond, VA 23226
Fax 804-340-3435
No phone calls**

Candidate screening will begin the week of June 8, 2020