



## **MCOH Office Manager – Part-Time – 30 hours per week**

### **Job Description**

The Missouri Coalition for Oral Health, based in Jefferson City, is seeking an Office Manager. This key position will help the Coalition achieve its mission of improving the oral health of all Missourians through sound public policy and public awareness. The Office manager is responsible for ensuring the effective and efficient operations of the Coalition office through strong organizational skills. Candidates will have a desire to work within a collaborative organization to support advocacy and positive health care policy change. This is a highly responsible and demanding position that requires the ability to learn and accurately implement varied procedures and task. This is a 30 hour per week position. This position reports to the Executive Director.

### **Purpose of the Position**

The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

### **Responsibilities**

Establish and maintain business processes to ensure effective operations of the business of the Coalition.

Ensure timely business processes, including communications processes involving phone, FAX, e-mail, web site updates, letters, social media and others as assigned.

Ensure all aspects of meeting arrangements are completed in a timely fashion.

Support and coordinate annual conference operations through organized processes to ensure efficient completion of the conference, including registration, speaker arrangements and venue arrangements.

Update membership, board and committee listings, including membership lists, email distributions, conference attendance and others as needed.

Maintain office equipment and overall environment.

Organize and maintain records and minutes.

Support strategic communications, including drafting press releases and other documents.

Assist with evaluation of the effectiveness of the Coalition, including member satisfaction measurement processes and other operational and effectiveness measurements.

Assist with grant reporting and application as assigned.

Assist with updating and revision of organizational policy.

Arrange appointments and calendars.

Assist with special projects.

Assist with and complete financial processes to ensure timely completion.

Provide support to the Executive Director.

Other duties as assigned.

### **Qualifications**

Bachelor's Degree preferred. Multiple years of experience working in a professional setting, such as non-profits, advocacy groups or governmental agencies preferred. Experience in varied business operations preferred.

### **Physical and Work Environment Demands**

The physical and work environment demands described here are representative of those that must be met by an employee to successfully perform the responsibilities of the position. Reasonable accommodations may be made to enable individuals with a disability to perform the position responsibilities.

Physical demands, such as the ability to walk, sit, etc., are those of a typical office environment. Work environment demands include working in an office setting. This position may require occasional overnight travel, evening and/or weekend hours.

### **Location**

Offices located in Jefferson City, Missouri.

### **About MCOH**

The Missouri Coalition for Oral Health is the sole agency in Missouri dedicated to the improvement of oral health for all Missourians through sound public policy and public awareness. The Coalition is a 501(c)(3), non-profit organization. The Coalition is supported by donations, memberships and by the Missouri Foundation for Health, the Health Care Foundation of Greater Kansas City, the Missouri Department of Health and Senior Services and the DentaQuest Foundation.

The Missouri Coalition for Oral Health is an Equal Opportunity Employer.

**How to Apply**

Motivated individuals should submit a cover letter, resume and application to:

Gary Harbison, Executive Director, Missouri Coalition for Oral Health, 213 Adams Street, Jefferson City, MO 65101.

Contact [gharbison@oralhealthmissouri.org](mailto:gharbison@oralhealthmissouri.org) for a copy of the application.

**The Coalition offers competitive compensation, vacation, sick leave and state holidays.**