

HEALTH AND MEDICINE POLICY RESEARCH GROUP
POSITION ANNOUNCEMENT
Office Manager

The Health and Medicine Policy Research Group (HMPRG) is currently seeking a full-time Office Manager to join our six person staff. HMPRG has a twenty-five year history as an independent health policy think tank in Chicago. We are dedicated to analyzing and proposing policies that affect the poor and underserved in Chicago, Illinois, and the country.

SPECIFIC RESPONSIBILITIES INCLUDE:

Bookkeeping

- ◆ Administer all business aspects of the organization
- ◆ Maintain accounts receivable and accounts payable
- ◆ Reconcile accounts
- ◆ Prepare monthly financial documentation for the Executive Director and the Board of Directors

Project Management

- ◆ Coordinate all aspects of bi-annual fundraising mailing
- ◆ Plan, implement and coordinate special events, conferences, forums and meetings
- ◆ Provide administrative and clerical support to HMPRG's committees, task forces and coalitions
- ◆ Update and maintain database, groups and committees
- ◆ Design and layout of brochures, flyers, reports, and mailings

Office Management

- ◆ Oversight and management of day to day office details
- ◆ Coordinate general membership and other various mailings
- ◆ Provide administrative and clerical support to Executive Director and Board of Directors
- ◆ Prepare monthly reports and calendars
- ◆ Attend and record minutes for Board of Directors meetings
- ◆ Manage the production, sale, and distribution of HMPRG publications
- ◆ Provide computer troubleshooting support, order office supplies, and maintain office equipment
- ◆ Liaison with outside vendors and contractors
- ◆ Coordinate the recruitment of interns
- ◆ Supervise and manage interns and office in absence of Executive Director
- ◆ Provide other office support as needed
- ◆ Maintain website and email correspondence among membership

SKILLS AND QUALIFICATIONS:

- ◆ Familiarity with Windows XP, Windows Small Business Server, and general PC maintenance, installation, security, networking, web design and software/hardware upgrading
- ◆ Familiarity with Microsoft Office (Access, Word, Excel, PowerPoint, Outlook and Publisher), Microsoft Front Page, Adobe Acrobat
- ◆ Familiarity with QuickBooks Pro
- ◆ Familiarity with basic office machines and machine maintenance
- ◆ Strong organizational, problem solving skills and trouble-shooting ability
- ◆ Strong written and verbal communication skills
- ◆ Strong ability to work with others, Board of Directors, members and staff
- ◆ Ability to work effectively and efficiently under time constraints
- ◆ Bachelors degree in business, management, public health, social service or other with related work experience

POSITION AVAILABLE: August 2007. Accepting applications through July 15, 2007.

This is a full-time position with benefits including health insurance and retirement. Salary commensurate with experience.

To apply, please fax or e-mail a cover letter, resume, and short (1-2 pages ONLY) writing sample to:
Laura McAlpine, Interim Executive Director, Health and Medicine Policy Research Group
29 East Madison Street, Suite 602, Chicago, IL 60602-4404
fax: 312-372-2753 e-mail: job@HMPRG.org

Health and Medicine Policy Research Group is an equal opportunity employer. We welcome diversity among our board, staff and volunteers. We recruit, hire, train and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability or any other protected status.