



## POSITION DESCRIPTION

**Title:** Manager of Operations

**Reports To:** Executive Director

### Summary:

Assist with the operations of the health information exchange (HIE), including financial management, grant writing, trainings, outreach, and compliance.

### Responsibilities:

- Manage office logistics, including scheduling of meetings, arranging meeting venues and arranging travel as needed.
- Assist in identifying grant opportunities and writing proposals and grants.
- Ensure that PHIX is complying with all relevant Privacy and Security policies, including conducting regular audits of PHIX's user activity.
- Assist in PHIX outreach efforts, including developing newsletters and marketing materials.
- Assist in training and authenticating HIE users, including presenting on how to use the HIE, helping users access the information that they need, and managing the user authentication process.
- Participate in organizational planning initiatives.
- Receive visitors and answer telephone calls.
- Process invoices and checks for payment or deposit. Coordinate with PHIX's fiscal agent as needed.
- Take notes and prepare meeting minutes for the Board of Directors meetings and all Committee meetings.
- Manage any office staff and/or projects as assigned.
- Maintain inventory of HIE equipment.
- Maintains office supplies inventory and order office supplies as needed.
- Maintain confidential information concerning customers and patients.



## POSITION DESCRIPTION

### **Knowledge, Skills and Abilities:**

- Experience working in office environment.
- Associates or Bachelor's degree preferred.
- Able to work effectively and learn in a fast-paced, team environment
- Ability to problem-solve and clearly communicate potential solutions.
- Ability to use MS Word, Excel, Access and PowerPoint effectively.
- Excellent written and verbal communication skills. Spanish fluency preferred.
- Ability to organize and manage multiple projects with advanced organizational, analytical and time management skills.
- Ability to develop and foster relationships with community organizations, HIE users, patients, and staff.
- Ability to establish and maintain records; prepare reports; compile and organize data.

### **Work Conditions:**

- Occasional evening and weekend work may be required
- Work conducted in office environment
- Repetitive motion in the operation of computer
- Frequent sitting required; occasional standing, bending and stooping

**Compensation:** Salary will be commensurate with experience.

**To apply:** Please email resume to Emily Hartmann at [ehartmann@phixnetwork.org](mailto:ehartmann@phixnetwork.org). No calls or drop-ins please.

The description provides a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.