



Office Manager

Job Description

Reports to and works under the direction of the President. Supports the President and HPA staff including:

- Maintaining the daily schedule/calendar of HPA's President and staff.
- Meeting scheduling, planning and preparation, including Board meetings, Lobby Days, clinical directors, government affairs, government programs, and other meetings or calls as necessary.
- Support HPA educational events including the annual conference, webinars and other programs as directed.
- Coordinate all mailings.

The position is dedicated to providing office management and administration including:

- Maintaining database of key contacts and distribution lists and backing up computer files.
- Work with accountant to invoice and ensure collection of all Full, Associate and Affiliate member dues.
- Managing the content for the HPA website and other online materials.
- Oversee relationships with office vendors, including IT services, copy machine, postage and all other matters related to office equipment and supplies.
- Coordinates and collects time sheets and PTO schedules from HPA staff.

All other duties and responsibilities as assigned.

Qualifications

Two to three years' experience as an administrative assistant or providing general office management support. Excellent written, verbal and interpersonal skills, and the ability to communicate to all levels of staff, members and vendors. Strong administrative, organizational and time management skills and the capacity to manage multiple priorities within established time frames. Ability to work independently and as part of a team. Proficient in MS Office, association management software, and email scheduling tools and familiarity in the use and management of databases.

Bachelor's Degree preferred but not required

HPA believes a diverse team brings a wider range of personal and professional experiences and perspectives. We recognize that diversity and inclusion benefit our organization, our members, our industry and the communities in which we work and live. To that end, we strongly encourage applications from women, people of color, members of the LGBTQIA+ community, veterans and individuals with disabilities.

Annual salary range of \$55,000 - \$65,000 depending on experience. Competitive benefits, friendly office environment, and convenient downtown location. To apply, send cover letter and resume to workforus@nyhpa.org.