

## Operations Manager

(30 hours; employee position)



The Operations Manager position is a remote, non-exempt position with flexible schedule up to 30 hours per week. The Operations Manager reports to the Executive Director while also supporting and collaborating with the entire organization to manage critical core functions of the Virginia Telehealth Network's operations.

### Core Functions

- Provide administrative support to the Executive Director and contract staff
- Improve operational management policies, processes and best practices which includes the creation of an employee manual and similar documents
- Assist in the scheduling of critical meetings such as committee and board meetings
- As part of a team, provide administrative assistance in the planning and organization of the VTN Summit
- Provide a framework to coordinate communications to interested parties and partners by collaborating with contractors
- Enhance operations by coordinating with program leads to promote and organize programs, finances, and technology
- Support state telehealth plan management as needed
- Oversee VTN membership and learning opportunities
- Other duties as assigned

### Qualifications

- At least 5 years of professional project management experience for a non-profit
- Independent judgment in managing time sensitive projects and deliverables
- A professional, flexible, and resourceful style
- Thrives in small team environment
- Acts with minimal supervision within a supportive high-functioning team that allows for both individual leadership opportunities and for collaboration as a contributing team player
- Strong computer skills including Microsoft Office and Google Workspace required
- Demonstrated ability to meet deadlines and work independently
- Strong project management skills and ability to assign and direct others on projects
- Associate's or bachelor's degree preferred

### Commitment and compensation

- Part-time employee position with flexible paid time off.
- Approximately 30 hours a week.
- Annual salary range \$41,000-43,000
- All project requirements will be carried out remotely; no office space provided.

**To apply:** Please submit a resume and cover letter to Mara Servaites at [mara@ehealthvirginia.org](mailto:mara@ehealthvirginia.org). Initial applications will be reviewed 02/17/2023.

### About VTN

The Virginia Telehealth Network is a small, virtual nonprofit organization with the mission of advancing the adoption, implementation, and integration of telehealth and related technologies statewide and promotes the coordination and delivery of care for all Virginians. Currently, VTN houses the Virginia Telemental Health Initiative and oversees the Virginia Telehealth Plan.

More information about the organization visit [www.ehealthvirginia.org](http://www.ehealthvirginia.org).