Administrative Assistant

(20 hours; employee or 1099 position, $30-35/hour)

The Administrative Assistant position is a remote position, either employee or 1099 contractor for 20 hours a week (with potential for increased hours). The Administrative Assistant reports to the Executive Director while also supporting and collaborating to manage critical functions of the Virginia Telehealth Network and the Virginia Telemental Health Initiative's operations. The ideal candidate will need to be able to adhere to patient privacy expectations, and also be self-directed, detail oriented, and flexible.

Core Functions

- Provide administrative support to VTN and VTMHI leadership.
- Coordinate logistics for virtual Board of Directors and committee meetings for both organizations including scheduling meetings, taking minutes following the meeting, and maintaining materials to support the Board's work.
- As part of a team, provide administrative and logistical support in the planning and organization of special events to include the VTN Summit.
- Assist in staff, volunteer, and external partners' recognition and outreach activities including mailing cards, reports, or other critical pieces of information.
- Support financial management of the organizations by tracking and acknowledging donations made to the organizations and monitor credit card receipts.
- Organize and monitor hiring processes for both organizations by cataloging resumes and scheduling interviews.
- Engage in data entry of patient referrals to the free clinic into an electronic health record.
- Other duties as assigned.

Qualifications

- At least 5 years of administrative support experience for a non-profit or health care organization.
- Must be able to work successfully in a virtual, small-organization environment with ability to be proactive completing tasks without oversight and able to manage time sensitive projects and deliverables. Prior experience in a remote work environment preferred.
- Experience in supporting Board of Directors logistics and event planning.
- A professional, flexible, and resourceful style with creative, mission-mind problem solving.
- Must be tech literate with strong computer skills including experience with Microsoft 365 and Zoom. Ideal candidates will also have experience with electronic medical records.
- Communicate clearly in writing and verbally, with the ability to draft and edit communications.
- Associate's or bachelor's degree preferred.

Commitment and compensation

- Part-time employee position with flexible paid time off; 1099 will be considered.
- Must be able to work during regular business hours.
- Approximately 20 hours a week.
- $30-35/hour; ability to be either 1099 contractor or part-time staff person (potential for increase in hours depending on fit).
- All project requirements will be carried out remotely; no office space provided. Confidential and private work space required.
- Must have a strong internet connection that can support a video meeting.
- If a 1099 contractor, must provide own equipment capable of supporting video meetings and Microsoft 365.

To apply:

- Email a Resume and Cover Letter with the subject line "Administrative Assistant" to Mara Servaites, Executive Director, at mara@ehealthvirginia.org
- To be considered for staff position, must reside in Virginia.
- Applications will be reviewed and interviews scheduled on a rolling basis. First round review will close 3/23/2026.

About VTMHI

The Virginia Telemental Health Initiative (VTMHI) is the country's first statewide virtual free mental health clinic. It aims to expand access to mental health services for un- and under-insured individuals across the Commonwealth by working together with Virginia's free and charitable clinics and pre-licensed mental health providers in the process of completing licensure.

For more information about the organization, visit www.virginiatelementalhealth.org.

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. VTN partners with the Virginia Telemental Health Initiative and oversees the Virginia Telehealth Plan.

For more information about the organization, visit www.ehealthvirginia.org.