

## **Job Description: Operations and Human Resources Manager, Healthy Acadia**

### **Position Summary:**

Reporting to the Executive Director, the Operations and Human Resources Manager will provide leadership and coordination of Healthy Acadia's operations and human resources activities, including oversight of staff supporting these activities. This is a new position, and will therefore include significant systems development.

### **Key Operations Activities:**

- Support and improve systems to enable staff to work most effectively and efficiently, as well as to maximize cohesiveness among the staff and across Healthy Acadia's three offices (Ellsworth, Machias, and Calais.)
- Coordinate staff meetings and provide key support to upcoming organizational strategic planning process.
- Oversee and support administrative needs at three offices, including supporting office-based administrative personnel.
- Manage technology systems and support IT personnel and consultants.

### **Key Human Resources (HR) Activities:**

- Organize and maintain personnel files; oversee annual review process.
- Administer MMEHT, FSA and Simple IRA open enrollments annually and provide support to staff around benefits.
- Enhance and support systems for staff orientation (new hire process and materials, new hire orientation) and ongoing staff professional development.
- Expand Healthy Acadia's employee wellness programming.
- Manage development, implementation and monitoring of organizational policies.
- Manage timesheet and expense reporting processes.
- Provide staff support and mediation, as needed.

### **Qualifications and Experience Desired:**

- Operations, IT, and/or Human Resources management experience.
- Highly organized with ability to work on multiple projects concurrently; set and keep deadlines; regularly prioritize work and follow own plan of work.
- Highly self-motivated, ability to work independently.
- Team player able to elevate the success of colleagues and community.
- Strong communication skills: ability to listen well, write and speak effectively.
- Warm, personable and approachable. Ability to work with diverse people and partners.

This is a 40 hour/week position with competitive salary and benefits; based in Ellsworth or Machias, with travel throughout Hancock and Washington counties. Please send a cover letter, resume and three professional references, in a single document, to: [jobs@healthyacadia.org](mailto:jobs@healthyacadia.org). Applications accepted through January 18, 2019, or until suitable candidate is found.

Healthy Acadia is a 501c3 charitable community health organization and an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.