



JOB POSTING:

BOARD AND EXECUTIVE ADMIN

January, 2022

Hospicare and Palliative Care Services is a non-profit organization providing compassionate, high quality comfort care and end-of-life care for people in Tompkins and Cortland Counties, in the beautiful Finger Lakes region of upstate New York.

At Hospicare, we believe in the dignity and essential humanity of every person we serve, which is why we provide the highest quality, compassionate services to our patient and their families struggling with major illness or facing end-of-life care, regardless of their income or insurance. The work we do is life-affirming and fulfilling, and we would love to have you join our team!

Right now, we are hiring for a **Board and Executive Admin**.

This is an extremely important position for Hospicare. Our Board and Executive Admin will provide critical administrative supports to the agency, our Board of Directors, and our Executive Director. It is a position with a great deal of on-the-job variety; from arranging (virtual) board meetings and taking minutes, to working every day with the Executive Director on scheduling and tasks, to presenting a friendly, supportive voice and face to visitors and staff in the office. This position reports to our Executive Director, but works closely with all members of leadership, board and staff.

Our agency will provide training and support to help this position succeed, whether it is in the areas of best practice for taking minutes or helping to learn computer programs like Microsoft Powerpoint, Excel and Word. There is also the potential for growth in this position, as well – former Board and Executive Admins have become office manager directly supervising others, and even moved onto positions in Human Resources or Finance.

While we don't have minimum education or experience requirements, these are the skills and demonstrated abilities that will make for a great fit in this position:

- Good communication skills and a strong, positive attitude
- Well-organized and consistent in managing important and routine items
- Respectful and compassionate to patient's and families, and the staff who serve them
- The ability and interest to learn new skills and grow

There are four key functions that this person will be responsible for:

1. Scheduling and set up of Board meetings, including managing the roster of Board members and filing & accessing important board information, such as meeting packets, by-laws, and more.
2. Helping the Executive Director assemble and send out packets containing board agendas and other materials, and drafting minutes for review and approval

3. Managing the schedule of the Executive Director, including travel arrangements where necessary – this will often require working with executive admins from partners such as Cayuga Medical Center, Guthrie, and other partners
4. Serve as a key part of the reception and office support at Hospicare’s Administrative Offices on King Road, along with a team of 2-3 part time staff and volunteers who help keep our office running, including answering phones, greeting visitors, processing mail, ordering supplies and creating packets of materials for new patients.

These are the four key responsibilities, although there are additional opportunities for growth and involvement in the vital work of Hospicare, such as in fundraising, community relations, strategic planning, finance and human resources.

The compensation range for this position is \$36,400 (\$20.00 per hour) - \$42,000 (\$23.07 per hour), with routine office hours in a 35-hour work week.

We have a very generous benefits package, including 100% employer covered health insurance (including family and dependents) in four of the six plans we offer (we cover 75%-85% of the costs of the other two plans). We also offer a 403(b) retirement plan with matching contributions of up to 6%, free life insurance, and sixteen (16) days total paid time off each year, along with generous sick and bereavement leave. Finally, Hospicare has a tuition reimbursement of up to \$1,000 per year and will make more investments to help our staff grow.

Hospicare is an Equal Opportunity Employer and does not discriminate on the basis of race, color, class, sex, gender, sexual orientation, disability, family/marital status, religion or other protected classes. We strongly encourage applications from marginalized communities. If you require assistance applying to this opportunity, please contact us.

If you think this position is right for you, we are looking forward to meeting you!