

Better Oral Health for Massachusetts Coalition

Administrative Coordinator Position

Organizational Summary

Created in 2008, the Better Oral Health for Massachusetts Coalition ('Coalition') is a broad-based statewide collaborative of programs, providers (dentists, dental hygienists, physicians and other health professionals), lawmakers, state oral health officials, insurers, health advocates, policy leaders and consumers in communities statewide. The Coalition is led by its Steering Committee whose membership mirrors the diversity of the Coalition. The mission of the Coalition is to improve, promote and protect oral health for all residents of the Commonwealth.

The Coalition is a vocal advocate for oral health within the Commonwealth and provides a unified voice for oral health related issues from its broad-base membership. The implementation of the Oral Health Plan for Massachusetts is the focal point of the Coalition, available at www.massoralhealth.org.

The Coalition is seeking an Administrative Coordinator to provide administrative and logistical support. Individuals should be committed to the mission and values of the Coalition found on our website.

Overall Responsibilities

The Administrative Coordinator is an essential member of the statewide Coalition, providing administrative and other support to the Steering Committee, Standing Committees and members-at-large. This position's primary responsibilities include scheduling meetings/events; general committee assistance; website and communications; development of materials and communication outreach and the provision of general administrative and logistical assistance.

Specific Responsibilities

Committee(s) Support:

- Schedule and arrange meeting space for all committees including the Steering Committee; provide meeting notification to attendees
- Attend and participate in all meetings, prepare minutes & maintain attendance records
- Prepare and disseminate meeting materials
- Assist committee chairs with initiatives through administrative support

Event Planning:

- Send and prepare invitations to general membership, including new members
- Maintain list of attendees with addresses, titles and organizational affiliation
- Help design and print materials
- Provide support and assistance during event, oversee volunteers
- Plan and coordinate annual meeting of general membership

Coalition Project/Program Support:

- Conduct research to support projects and manage databases for projects
- Assist in preparing budget worksheets and acquiring required grant materials, letters of support, appendices
- Create presentations, diagrams and flow chart graphics for oral presentations, manuscripts, poster presentations, and grant proposals
- Prepare posters to be presented at national meetings, including oversight of data layout
- Maintain annual records of program activities

Communications/Website Support:

- Create and disseminate regular newsletters
- Maintain and update Coalition Website
- E-Communications with general coalition members and active members
- Assist with formatting of surveys and questionnaires
- Create and design publicity items including brochures and flyers
- Familiarity with the programs Constant Contact and Survey Monkey

General:

- Manage telephone, email, website and other social marketing programs on daily basis
- Order supplies, materials, recruit volunteers, place printing orders
- Data entry for surveys, evaluations, etc
- Attend meetings, conferences as Coalition representative

Qualifications

- Bachelor's Degree required; interest/background in oral health and public health is highly desired.
- Previous work experience providing administrative support required
- Demonstrated strong organizational skills and ability to multitask
- Ability to work independently and productively with strong personal initiative preferred.
- Demonstrated attention to detail and quality, strong English written skills required
- Superior computer skills in Microsoft Office, Excel required
- Experience in website management and upkeep necessary
- Excellent interpersonal skills and ability to interact/communicate with others

Application Process

Apply by submitting a cover letter and current curriculum vitae along with three references and contact information.

Please email application materials to Molly Lauria at info@massoralhealth.org with the email headline: *Administrative Coordinator Application*.

****Applications are due Friday January 6th; all applicants must be available attend an interview in Boston on January 13 or 14.**

Please note this position is located in Boston with MBTA accessibility.

Salary is commensurate with experience.